

**Hambleton, Richmondshire  
and Whitby**  
Clinical Commissioning Group

**Draft Minutes of the Hambleton Richmondshire and Whitby Clinical Commissioning Group  
Governing Body Meeting**

**Date:** 22 November 2018  
**Time:** 1:30pm – 4:30pm  
**Location:** Danby Village Hall, Danby, Whitby

**Voting Members:**

Dr Charles Parker	Clinical Chair
Janet Probert	Chief Officer
Philip Hewitson	Lay Governing Body Member
Jim Hayburn	Interim Chief Finance Officer
Ken Readshaw	Lay Member Governance
Linda Lloyd	Lay Member/Lead for Patient and Public Involvement
Dr Jon James (rtd)	Secondary Care Doctor
Gill Collinson	Chief Nurse
George Campbell	GP Governing Body Member
Dr Mark Hodgson	GP Governing Body Member

**Non-Voting Members:**

Dale Owens	Assistant Director Care and Support, NYCC
Jane Ritchie	Health Engagement Network (HEN) Representative, Richmondshire
Dorothy Pollard,	Health Engagement Network (HEN) Representative, Whitby
Jim Forrest	Health Engagement Network (HEN) Representative, Hambleton

**In Attendance**

Sharon Gent Executive Assistant/PA (minutes)

Item No	Agenda Item	Actions
1.	<p><b>Welcome and Introductions</b></p> <p>Charles Parker opened the meeting, welcomed all and the Governing Body members introduced themselves. Janet Probert welcomed George Campbell on his return.</p>	
2.	<p><b>Apologies for Absence</b></p> <p>Katie Needham, Consultant in Public Health, NYCC            Dr Lincoln Sargeant, Director of Public Health, NYCC</p>	

<b>3.</b>	<p><b>Approval of Minutes of the last meeting:</b></p> <p>The minutes of the Governing Body meeting held on Thursday 27 September 2018 were reviewed for accuracy and were agreed as an accurate and true record of the meeting.</p> <p><b>The Governing Body:</b></p> <ol style="list-style-type: none"> <li>1. Approved the minutes of the meeting held on 27 September 2018 as an accurate and true record of the business conducted.</li> </ol>	
<b>4.</b>	<p><b>Action Log Update</b></p> <p>Ref 194     Action complete and action log updated accordingly.</p> <p>Ref 197     Action complete and action log updated accordingly.</p> <p>Ref 200     Action complete and action log updated accordingly.</p> <p>Ref 201     Action complete and action log updated accordingly.</p> <p><b>The Governing Body:</b></p> <ol style="list-style-type: none"> <li>1. Noted the above actions and updates.</li> </ol>	
<b>5.</b>	<p><b>Summary of Governing Body Workshop</b></p> <p>Charles Parker noted the Governing Body had met on 25 October 2018 and the morning of 22 November 2018. Detailed updates had been received with regard to Quality Improvement Productivity and Performance (QiPP) and Finance, the Aligned Incentive Contract (AIC) and a first draft of next years' financial plan had been discussed.</p> <p>Charles noted that the Full Business Case for Whitby was not yet finalised and would be discussed at a Governing Body meeting early in the new year.</p> <p>The Governing Body had also discussed local hospitals and partnership working and Charles noted that he would update on joint management arrangements for North Yorkshire in his Clinical Chair's update (agenda item 13).</p> <p><b>The Governing Body:</b></p> <ol style="list-style-type: none"> <li>1. Noted the above update from the Governing Body Workshops.</li> </ol>	
<b>6.</b>	<p><b>Declarations of Interest</b></p> <p>Charles Parker reminded the Governing Body members of their obligation to declare any interest they may have which may conflict with the business of Hambleton Richmondshire and Whitby Clinical Commissioning Group and also any conflict they may have with any</p>	

	<p>of the agenda items.</p> <p>There were no changes to existing declarations and no new declarations.</p> <p>Declarations of interest recorded for members of the Hambleton Richmondshire and Whitby CCG Governing Body are listed in the CCG's Register of Interests which is available on the CCG website at the following link: <a href="#">Click here</a></p> <p><b>The Governing Body:</b></p> <p style="padding-left: 40px;">1. Noted the above declarations of interest.</p>	
<b>7.</b>	<p><b>Questions from Members of the Public</b></p> <p>Charles Parker presented the following question on behalf of Mr Ian Lawson who was not present at the meeting:</p> <p>Q. Is the Governing Body aware of the concerns that I have, as a wheelchair user, about the quality of the current privatised wheelchair assessment service provided by Blatchfords? An FOI request made by me established that spend on the new wheelchair service contract is 32% down when compared with the old contract. Inevitably, fewer wheelchairs and powerchairs are being prescribed. In addition, despite assurances to the contrary, made prior to the award of the new contract, the wheelchair services Scarborough office at Spring Hill no longer does assessments, requiring newly disabled people to travel to Northallerton or York. Finally, the wheelchairs services forum, previously facilitated by Vale of York, on behalf of the 4 CCGs involved, has ceased. What was identified in 2014/15 by NHS Improving Quality as an under-performing service, has just got worse. I would like the Governing Body to consider an audit of the service as the KPIs do not tell the whole story.</p> <p>A. Charles advised that the CCG were aware of the above concerns and Gill Collinson, Chief Nurse and her team were currently working with Vale of York on a new more robust Governance Structure for management of this service. Gill advised she had requested that the Lead Commissioner for Vale of York meet in person with Mr Lawson. Gill advised that she would feedback to Mr Lawson after the meeting.</p> <p><b>The Governing Body:</b></p> <p style="padding-left: 40px;">1. Noted the above question and response.</p>	
<b>8.</b>	<p><b>Whitby Re-Development</b></p> <p>Jim Hayburn gave an update and advised considerable work had been completed to reduce overspend which had reduced significantly and the CCG were now within budget for the Business Case. Jim noted that he hoped that the Full Business Case would be available to be presented at a Governing Body meeting in early 2019.</p>	

	<p>Dale Owens advised that a paper for Extra Care Housing Funding would be presented for approval at a meeting on 05 December 2018. Doff Pollard noted she was assured by all the work that had been undertaken on the Whitby project.</p> <p><b>The Governing Body:</b></p> <ol style="list-style-type: none"> <li>1. Noted the above update regarding Whitby Hospital re-development and the update on Extra Care Housing Funding.</li> </ol>	
<p><b>9.</b></p>	<p><b>Strategic Plans Update</b></p> <p>Janet Probert gave a presentation on the main strategic programmes including the Friarage Hospital site. Janet noted that a formal consultation on the Friarage would take place after the local elections in 2019. Jim Forrest noted that the bus service from the Friarage to James Cook University Hospital was coming to an end. Charles noted that the CCG were aware of this and the matter had been highlighted to the County Council. Janet Probert advised that the New Cancer Centre would be opening at the Friarage Hospital which would avoid patients travelling to a specialist unit at James Cook University Hospital.</p> <p>It was noted that the Minor Injuries Unit at Whitby Hospital was still unable to open during the hours of 8:00pm and 11:00pm and Humber NHS FT were doing everything possible to re-open the service during these hours. Jim Hayburn and Mark Hodgson are involved in discussions regarding outpatient services being available locally.</p> <p>Janet Probert noted that the issues at Roseberry Park were starting to be resolved and the inpatient wards at the Friarage Hospital Mental Health Unit would be closed by the end of February 2019. Older people wards would not be available until the Autumn and in the interim patients would be cared for at West Park.</p> <p>Discussion took place regarding the TEWV Community Hub and it was hoped that the hub would be based on the Friarage Hospital site.</p> <p>Janet advised that the Governing Body would receive a recommendation to approve a preferred bidder for NHS 111 Procurement in a Private Governing Body meeting later that afternoon.</p> <p>Charles Parker thanked Janet for the clear updates and noted that it showed the enormous amount of work that was currently ongoing.</p> <p><b>The Governing Body:</b></p> <ol style="list-style-type: none"> <li>1. Noted the above presentation and updates.</li> </ol>	

<b>10.</b>	<p><b>Public Health Update – Annual Public Health Report ‘Back to the Future’</b></p> <p>Dale Owens gave a brief summary of the Public Health report. Dale advised significant health inequalities still remain and noted the healthy life expectancies and life expectancies on page 29 of the report. Jon James noted he would have liked to have seen immunisations included in the report. It was also noted that Colburn was not included on the map on page 25 and should not be forgotten.</p> <p><b>The Governing Body:</b></p> <ol style="list-style-type: none"> <li>1. Noted the Public Health ‘Back to the Future’ report.</li> </ol>	
<b>11.</b>	<p><b>Quality and Safety Update Including Safeguarding Children and Safeguarding Adults Annual Report</b></p> <p>Gill Collinson presented the quality and safety update and noted that the number of PALs enquiries fluctuated with a broad range of issues. Humber NHS FT have secured an interim service for urgent only speech and language therapy with a longer term plan to integrate this service with Scarborough and Ryedale CCG. Gill noted the Safeguarding Children Annual Report section highlighted the broad range of work undertaken by the Safeguarding Children’s team. Gill advised a number of inspections had been undertaken, she was happy and she commended and accepted the report. The red bag scheme had been launched in Hambleton and Richmondshire at the beginning of November 2018 and would be launched in Whitby by the end of the year. The CCG were working in collaboration with NYCC.</p> <p>Gill asked the Governing Body to approve the Modern Day Slavery and Human Trafficking statement and the Governing Body gave approval.</p> <p><b>The Governing Body:</b></p> <ol style="list-style-type: none"> <li>1. Received the quality and safety report for assurance/information.</li> <li>2. Approved the Modern Day Slavery and Human Trafficking statement for publication on the CCGs website.</li> </ol>	
<b>12.</b>	<p><b>Contract and Finance Performance Dashboard</b></p> <p>Jim Hayburn presented the contract and finance performance reports and gave a brief summary. Jim noted that a Joint Q,F and P Committee with South Tees CCG had been formed. Jim advised that if the CCG achieves the agreed control total for 2018/19 of £3.0m the CCG will be eligible for Commissioner Sustainability Funding of £3.0m and that the CCG will have an in year breakeven position.</p> <p>Janet Probert noted that it should not be forgotten that HRW CCG have excellent providers and clinicians.</p>	

	<p><b>The Governing Body:</b></p> <p>1. Noted the above finance and contracting performance updates.</p>	
	<p>A break took place at 2:50pm and the meeting reconvened at 3:05pm.</p>	
<b>13.</b>	<p><b>Chairman's Report</b></p> <p>Charles Parker noted that interviews had taken place for a single Accountable Officer for the 3 North Yorkshire CCGs, Amanda Bloor had been appointed and would commence as Accountable Officer from 01 December 2018. Discussions would take place with all staff across the 3 CCGs before a development plan was put in place.</p> <p>Charles noted he was involved in the Commissioning and Capability Programme work based around placed based commissioning which was a 12 week programme.</p> <p>Charles noted that Janet Probert would no longer be the Accountable Officer after 01 December 2018. Charles thanked Janet for her great support and the drive and focus she had brought to the organisation and for the good experience it had been working with her. Gill Collinson passed on thanks on behalf of all the CCG staff for Janet's fantastic leadership and for always putting the patient first. Gill acknowledged Janet would be missed and wished her the very best.</p> <p>Janet Probert noted it had been a privilege to work for the CCG and wished all staff the very best.</p> <p><b>The Governing Body:</b></p> <p>1. Noted the Chairman's update.</p>	
<b>14.</b>	<p><b>Chief Officer's Report</b></p> <p>Janet Probert noted that all placements had been filled for GP Training. The Cancer Centre at the Friarage Hospital opens on 11 December 2018. Janet advised Ros Tolcher, Chief Executive of TEWV was retiring.</p> <p><b>The Governing Body:</b></p> <p>1. Noted the Chief Officer's update.</p>	
<b>15.</b>	<p><b>Health Engagement Network (HEN) Representative Updates</b></p> <p>Jane Ritchie advised she had drafted a briefing regarding the Friarage Hospital with the help of Jim Hayburn, attended the Primary Care Commissioning Committee and the HEN Reps meeting, asked for confirmation on Skype at NHS Hospitals (supposedly available in all hospitals by October) and advised that the defibrillator at West Burton had been used. Jane gave an update from the HEN Rep meeting at which Susan Broughton from</p>	

	<p>Medicines Management explained the actual cost of prescriptions, Shirley Moses updated on the GP Forward View and John Darley updated on PTS.</p> <p>Doff Pollard advised she had met with a number of different staff particularly related to Whitby Hospital and her role as Governor on the Humber Trust Board representing Whitby. This had focused on artworks currently present in the hospital and the lack of wall space in the new hospital. Doff facilitated a meeting with the Civic Trust and Health Stars relating to the war memorial element of the hospital. Doff will be speaking with the Whitby and District 50+ Action Group on 11 December 2018 and is also supporting a visit to the hospital by the Chair of Governors of Humber on 18 December 2018. Doff has had initial conversations with regard to Health Stars, Humber NHS FT, HRW CCG and NHS Property Services working together in the New Year to launch an appeal within the Whitby area to raise funds for the enhancements to the hospital redevelopment.</p> <p>Jim Forrest noted that he had attended a Primary Care Commissioning Committee and a Patient Participation Group meeting at Mayford House Surgery in Northallerton and would be attending a Patient Participation Group meeting at Mowbray House Surgery on 22 November at 6pm.</p> <p><b>The Governing Body:</b></p> <ol style="list-style-type: none"> <li>1. Noted the Health Engagement Network Representatives updates.</li> </ol>	
<p><b>16.</b></p>	<p><b>Assurance Framework</b></p> <p>Jim Hayburn presented the Assurance Framework and advised there had been no significant changes. Charles Parker noted that Section 3.3 Assurance should include 'one version of the truth' and section 3.4 Controls should include Primary Care visits to reduce variation. Jon James noted that all transformational risks should be identified in the New Year and capacity should be included in sections 3.2 and 3.5.</p> <p><b>The Governing Body:</b></p> <ol style="list-style-type: none"> <li>1. Received and reviewed Strategic Objective Three and noted that the systems and processes outlined in detail provide assurance to the Governing Body that risks were being identified and managed appropriately.</li> </ol>	
<p><b>17.</b></p>	<p><b>eMBED Assurance</b></p> <p>Jim Hayburn provided an update regarding the eMBED contract and noted a corrective action plan had been requested.</p> <p><b>The Governing Body:</b></p> <ol style="list-style-type: none"> <li>1. Noted the above update.</li> </ol>	

<b>18.</b>	<p><b>Value Based Commissioning Policy</b></p> <p>George Campbell presented the policy and gave a brief summary. George noted the policy was based on what the CCG don't routinely commission. Discussion took place regarding different STPs and variations in policy. The policy was approved.</p> <p><b>The Governing Body:</b></p> <ol style="list-style-type: none"> <li>1. Adopted the NE VBCCP in common with all the other CCGs in Cumbria and the North East.</li> <li>2. Agreed to maintain its individual policies/pathways for cataracts and health optimisation maintain funding for <b>one</b> cycle of IVF not three and maintain local pathways for low back pain and hip and knee replacement. For hip and knee replacement, additional criteria will continue to apply over and above the NE policy.</li> </ol>	
<b>19.</b>	<p><b>Treatment Advice Group (TAG) Recommendations</b></p> <p>Charles Parker presented the TAG recommendations and gave a brief summary. The recommendations were approved.</p> <p><b>The Governing Body:</b></p> <ol style="list-style-type: none"> <li>1. Considered and approved the recommendations identified in Appendix 1.</li> </ol>	
<b>20.</b>	<p><b>Remuneration and Terms of Service Update</b></p> <p>Linda Lloyd noted that no update was available as a meeting was scheduled to take place directly after the Governing Body meeting, therefore an update would be available at the Governing Body meeting in January 2019.</p> <p><b>The Governing Body:</b></p> <ol style="list-style-type: none"> <li>1. Noted the above.</li> </ol>	
<b>21.</b>	<p><b>Minutes for Assurance</b></p> <p>21a) Quality, Finance and Performance</p> <p>21b) Quality and Safety Committee</p> <p>21c) Primary Care Commissioning Committee</p> <p>Charles Parker presented the above minutes for information. There were no questions. Jane Ritchie commented on the clarity of the Quality and Safety minutes.</p> <p><b>The Governing Body:</b></p> <ol style="list-style-type: none"> <li>1. Noted the above minutes for assurance.</li> </ol>	

<b>22.</b>	<p><b>Key Messages from Audit &amp; Integrated Governance Committee</b></p> <p>Ken Readshaw advised that there were no key messages available as the next meeting was scheduled in December 2018.</p> <p><b>The Governing Body:</b></p> <p style="padding-left: 40px;">1. Noted the above.</p>	
<b>23.</b>	<p><b>Items for Newsletter</b></p> <p>The following items were agreed for the newsletter:</p> <ul style="list-style-type: none"> <li>• Janet Probert’s presentation from today’s meeting (key things)</li> <li>• Janet Probert</li> <li>• Mental Health Hub</li> <li>• GP Registrars</li> <li>• Medical Students to the FHN</li> <li>• Dale Owen’s new role – improving services going forward.</li> </ul> <p><b>The Governing Body:</b></p> <p style="padding-left: 40px;">1. Noted the above items for the newsletter.</p>	
<b>24.</b>	<p><b>Any Other Business</b></p> <p>Dale Owens advised that he had been working in his new role in Commissioning and Quality function and he had worked with partners in a joint appointment with HRW CCG and hoped to improve services going forward.</p> <p><b>The Governing Body:</b></p> <p style="padding-left: 40px;">1. Noted the above update.</p>	
	<p>Charles Parker noted the date of the next meeting and closed the meeting at 3:45pm.</p>	
	<p><b>Date and time of the next meeting</b></p> <p>The next meeting will take place on 24 January 2019 at The Royal, West Cliff, Whitby, YO21 3HA</p>	

**Minutes Approved on**

**Date:** .....

**Name:** .....

**Signed:** .....

**HAMBLETON, RICHMONDSHIRE AND WHITBY  
CLINICAL COMMISSIONING GROUP GOVERNING BODY**

**ACTION LOG as at 22 November 2018**

<b>Ref</b>	<b>Meeting Date</b>	<b>Item</b>	<b>Description</b>	<b>Member Responsible</b>	<b>Action completed/ Due to be completed (as applicable)</b>
194	24 May 2018	Quality and Safety Update	Janet Probert to have a discussion with Simon Cox regarding Scarborough CCG and York Trust being invited to a Governing Body Development Session to discuss initiatives.	Janet Probert	<b>Complete</b>
197	24 May 2018	Health Engagement Network (HEN) Representative Updates	Angela Edmunds to liaise with Jane Ritchie regarding a response to the FHN mortuary complaint. Angela to look at a clear and correct estates process to be added to the website.	Angela Edmunds/ Jane Ritchie	<b>Complete</b>
200	27 September 2018	Quality and Safety Update	Georgina Sayers and Gill Collinson to try and benchmark the open rate with other organisations and discuss at the next HEN meeting.	Georgina Sayers/ Gill Collinson	<b>Complete</b>
201	27 September 2018	Chief Officer's Report	Janet Probert to circulate the bid for £9m for ARC funding.	Janet Probert	<b>Complete</b>