

**NHS West Essex Clinical Commissioning Group  
Finance and Performance Committee Meeting**

**Date: Tuesday 27<sup>th</sup> August 2019**

**Time: 9.30 am – 12.30**

**Location: Boardroom, Spencer Close, St Margaret’s Hospital, The Plain, Epping, CM16 6TN.**

**Attendees:**

<b>Name</b>	<b>Initials</b>	<b>Role</b>
Dr Rob Gerlis	(RG)	GP, Chair
Dr Kamal Bishai	(KB)	GP Board Member
Andrew Geldard	(AG)	Chief Officer
John Leslie	(JL)	Interim Director of Finance, Contracting and Performance
Dr Christine Moss	(CM)	Chief Medical Officer
David McConnell	(DM)	Lay Member
Stephen King	(SK)	Lay Member
Debbie Griggs	(DG)	Deputy Director of Finance, Contracts & Performance
Toni Coles	(TC)	Director of Transformation
Jane Kinniburgh	(JK)	Director of Nursing and Quality
Peter Wightman	(PW)	Director of Primary Care and Localities

**In Attendance:**

Anurita Rohilla	(AR)	Chief Pharmacist
Natasha Sharda-Kalia	(NSK)	PMO Analyst

<b>Item No</b>	<b>Agenda Item</b>	<b>Action</b>
1	<b>Chairs Welcome</b>	
2	<b>Apologies for absence</b>  Anne Mansfield, Assistant Director of Contracting Louise Hall, Deputy Director of Transformation James Roach, Director of ACP June Okochi, Head of PMO Grant Neofitou, Assistant Director of Pathway Transformation	
3	<b>066/19 Declarations of Interest</b>  No Declarations of Interest were raised.	
4	<b>067/19 Minutes of the meeting held on Tuesday 30<sup>th</sup> July 2019 and matters arising</b>  The minutes were agreed as a true and accurate record.  <b>Matters Arising</b>  <u>026/19 Primary Care, Estates and Delegated Commissioning</u>  PW to investigate further the continued housing growth in the Harlow area and how this is communicated from ECC – Anne Mansfield reported she had attended a meeting set up by ECC and Healthcare groups. This was in regard to the Vulnerable family housing at Terminus House and other	

	<p>sites in Harlow. It was noted that EFDC should be contacted as other sites have been identified in Epping. AG reported that Robert Halfon MP was aware of the housing growth in Harlow.</p> <p style="text-align: right;"><b>Action:</b> Peter Wightman</p> <p><u>27/08/19</u> - RG has a meeting arranged with EFDC so it was agreed to leave this action on the agenda.</p> <p style="text-align: right;"><b>Action:</b> Rob Gerlis</p> <p><u>034/19 Finance, Activity, Contracting and Transformation Report</u></p> <p>PAH - Elective activity is below plan and emergency activity is reported as over plan which is mainly due to the reporting of the Assessment centre. This needs to be set against the context where the CCG had put in demographic growth of 3% this year. It was noted that the learning from last year has resulted in pathways being revisited. It was confirmed that the above information will be shared with the membership meetings members. Practices are therefore aware where patients are being seen. A report showing the last three years activity has been prepared and once circulated, members were asked to feedback any further questions to John and Anne.</p> <p style="text-align: right;"><b>Action:</b> John Leslie/Anne Mansfield</p> <p><u>27/08/19</u> – Debbie Griggs confirmed that the report has now been run and agreed to distribute to the Committee.</p> <p style="text-align: right;"><b>Action:</b> Debbie Griggs</p> <p><u>034/19 NHS Property Services charges</u></p> <p>The CCG has accrued for sums validated and in line with the historical property schedules as has been agreed with NHSPS. Currently, the CCG is withholding £1.3m of payments due to billing differences. A further £1.0 of accruals was notified by NHSPS at year end which the CCG has taken into the month 12 position. The CCG awaits an up to date property charging schedule reconciliation for 18/19 in order to validate charges, which was expected by 30<sup>th</sup> June 2019.</p> <p><u>27/08/19</u> – JL reported is still chasing this update from NHSPS. The committee agreed to keep this on the agenda as an action.</p> <p style="text-align: right;"><b>Action:</b> John Leslie</p> <p><u>043/19 Activity, Contracting and Performance</u></p> <p>Toni Coles highlighted 6 priority areas have been agreed to reduce the demand on A&amp;E and the CCG continues to work with PAH on delivery of the Urgent Care Centre by December 2019 with the support of ESIST. RG highlighted softer issues ie: patients delayed due to waiting for a porter to move them; patients waiting for routine blood tests causing delay, and questioned if these issues were being addressed. TC agreed to raise this at the Local Delivery Board meeting.</p> <p>LH updated the Committee and agreed to present an overview to the August Committee of the outcome of the ESIST Audit undertaken at Princess Alexandra Hospital.</p> <p style="text-align: right;"><b>Action:</b> Louise Hall</p>	<p>RG</p> <p>DG</p>
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------

	<p>AM reported there continues to be PAH coding issues which causes delays when analysing data. PAH have on-going issues in recruiting to the 'clinical coder positions. RG agreed to raise the clinical coding issue at the ICP Programme Board.</p> <p style="text-align: right;"><b>Action:</b> Rob Gerlis</p> <p><u>27/08/19</u> – It was agreed to keep coding issues on the agenda.</p> <p><u>044/19 Transformation</u></p> <p>James highlighted the Service Restriction Policy should be consistent with Hertfordshire and Essex. PW agreed to escalate this issue with Beverly Flowers, Chief Officer, East &amp; North Herts CCG.</p> <p>30/07/19 Dr Christine Moss explained WECCG and East &amp; North Herts CCG have differences between their Service Restriction Policies around process and how we implement BMI. Peter Wightman is following up with Beverly Flowers regarding this and on-going issues between the teams, to discuss and how we can work together to resolve these issues and progress with joint working.</p> <p style="text-align: right;"><b>Action:</b> Peter Wightman</p> <p><u>27/08/19</u> – Peter had the follow up meeting with Beverly Flowers and it was agreed to keep this as an ongoing item on the agenda.</p> <p>Anurita suggested it would be useful to have the comparative data between WECCG and East &amp; North Herts CCG Service Restriction Policies. A Health &amp; Care paper was written last year which has now been refreshed. Christine agreed to share the paper with the committee.</p> <p style="text-align: right;"><b>Action:</b> Christine Moss</p> <p><u>052/19 Primary Care &amp; Estates Update and Delegated Commissioning</u></p> <p>Expressions of interest conclude for Steeple Bumpstead Surgery on 20<sup>th</sup> June 2019. PW to notify AM of the outcome, to adjust contracts accordingly. 30/07/19 David McConnell explained one expression of interest has been received.</p> <p style="text-align: right;"><b>Action:</b> Peter Wightman</p> <p>27/08/19 - It was agreed to keep this on the agenda pending resolution of the process.</p> <p><u>053/19 Items to be reported to the Board and Membership meetings</u></p> <p>Grant Neofitou to provide a briefing regarding the Ophthalmology Service to go to the Membership meetings.</p> <p style="text-align: right;"><b>Action:</b> Grant Neofitou/Louise Hall</p> <p><u>27/08/19</u> – It was agreed to keep this on the agenda.</p>	<p><b>CM</b></p>
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------

	<p><u>055/19 Advice and Guidance</u></p> <p>Anne Mansfield requested via the GP and Hospital Liaison Group clarification from PAH which Advice and Guidance service they are providing. 30/07/19 AH confirmed Advice and Guidance is being reported at Princess Alexandra Hospital on SLAM but numbers are small, around 24 per month in the following specialties: Cardiology, Dermatology, Diabetic Medicine, Endocrinology, Gastroenterology, Gynecology, Ophthalmology, Pediatrics, Respiratory Medicine, Trauma and Orthopedics and Urology.</p> <p>The Committee requested assurance if the GPs are being responded to in a timely manner and how quickly they are being responded to.</p> <p style="text-align: right;"><b>Action:</b> Anne Mansfield</p> <p><u>27/08/19</u> – Toni agreed to pick up with Anne Mansfield and look at a more West wide view.</p> <p style="text-align: right;"><b>Action:</b> Toni Coles</p>	<b>TC</b>
	<p><u>058/19 Essex Child &amp; Family Wellbeing Service (Virgin Care) Summary of Performance</u></p> <p>Rosalind French explained WECCG has a partnership arrangement in place with Essex County Council for the commissioning of the Essex Child &amp; Family Wellbeing Service (ECFWS). Under this agreement WECCG commissions the Children’s Community Healthcare Services across West Essex. This includes Community Paediatrics, Therapies, Children’s Community Nurse, Special School Nursing, A&amp;E Liaison, and specialist community dietetics, allergy and continence services. Essex County Council is responsible for the commissioning of the Pre-birth to 19 Service. There are monthly performance and contract management meetings with each commissioner taking overall responsibility for the management and oversight of their retrospective directly commissioned services.</p> <p>The following key messages were highlighted:</p> <ul style="list-style-type: none"> <li>• Demand is high across many of the West Essex Children’s Community Services which places a risk on waiting times</li> <li>• Cost pressures exist in both the Continence Services and provision of initial assessments for looked after children</li> <li>• Pressures in Autism and ADHD.</li> <li>• Caseloads have remained relatively constant during the first quarter with Community Paediatrics carrying the highest caseload</li> <li>• Speech and Language cases are high. The service is offered from age 2 whereas other areas offer the service from age 7. The service has moved from clinics and is now provided in family centres and aligned with schools. Drop in sessions are provided in the family centres.</li> <li>• Community Nursing cases appear to be relatively low, however the follow up activity is high which is reflective of the complexity of the cases and those under long term care.</li> <li>• Physiotherapy appears to be over-performing for first and follow up activity, which is reflective of the additional activity as a result of</li> </ul>	

	<p>implementing the community MSK therapy service for the older age group. The provider has increased physiotherapist capacity to respond to demand.</p> <p>The Committee noted the summary of Performance of the Essex Child and Family Wellbeing Service (Virgin Care) report.</p> <p>David Wallace questioned if the needs are being met of complex cases when they transition from Children’s services into Adult Services, and if this is having an effect on Adult Services. David Wallace and Ros French agreed to follow this up outside of the Finance and Performance Committee meeting.</p> <p style="text-align: right;"><b>Action:</b> Ros French and David Wallace</p> <p>Dr Kamal Bishai questioned if a hearing and visual assessment, in particular for Dyslexia, is carried out by the service for universal children and Ros French agreed to follow this up and provide an update to the Committee.</p> <p style="text-align: right;"><b>Action:</b> Ros French</p> <p>Anurita Rohilla explained there will be a dedicated Children’s Medicine Optimisation Board from October 2019.</p> <p>Ros French explained the Pre-birth to 19 Service is monitored on 5 mandated checks. Staffing issues have now been resolved with the service up to full capacity. <u>27/08/19</u> – Action closed.</p>	
5	<p><b>Agenda Items</b></p> <p><b>065/19 – Outcome of ESIST Audit</b> PAH have been receiving support from ESIST to review pathways within ED and short stay services to deliver improvement in A&amp;E performance against the 4 hour target Louise Hall prepared a short update of the key areas of focus, which Toni Coles briefed the committee on. Toni reported that ED performance is in a better place than before due to what ESIST are doing but there are still some underlying issues on the workforce. Debbie Griggs agreed to confirm readmissions numbers <b>Action:</b> Debbie Griggs</p> <p>Anurita raised the medicines discharge IT issue timeline. Toni Coles agreed to pick up with Louise Hall. <b>Action:</b> Toni Coles</p> <p><b>066/19 – BCF/iBCF</b> The iBCF schemes are being monitored via Local Delivery Board, delivered through Local Delivery Ops Group, and Urgent Care EOG providing clinical sign off. Toni Coles agreed to update on BCF/iBCF countywide schemes at September Committee. Stephen King made an observation relating to the training for nurses in</p>	<p><b>DG</b></p> <p><b>TC</b></p>

<p>care homes and if there is a funding issue. Toni to look into this. <b>Action:</b> Toni Coles</p> <p>Forest Place beds were due to be decommissioned but keeping those in the short term until intermediate care beds in place, which we are working with ECC on agreement of funding to procure those 19 beds and hope to have in place by December this year. Andrew Geldard queried whether we get the winter pressures funding and if we have sight of countywide schemes. Toni will put information together on this for the AO meeting next week. <b>Action:</b> Toni Coles</p>	<p>TC</p> <p>TC</p>
<p><b>067/19 Finance, Activity Contracting and Transformation Report (FACT)</b></p>	
<p><u>Finance</u></p>	
<p>Stephen King questioned the level of risk in QIPP. JL confirmed that actions to cover the QIPP gap reported were ongoing but that based on the review to date and the current activity profiling of the acute positions it was expected that this could be covered, albeit some actions would have to be non-recurrent in nature.</p>	
<p><u>Activity, Performance &amp; Contracting</u></p>	
<p>TC – A paper had already been to Health &amp; Care to get approval to go ahead to go to AQP for additional IAPT capacity TC confirmed that we will not achieve the 22% this year and this had been to Board previously and was accepted. It is expected that with work we are doing we will aim to be able to increase access to 18%. Working on a pilot with PCNs this year developing a procurement model for when the current contract comes to an end July 2020.</p>	
<p><u>Transformation</u></p>	
<p>Natasha Sharda-Kalia referred to the Transformation 2019/20 month 1 and month 2 broadly on track for delivery. Month 3 will determine where it falls for this quarter. MSK is in line with strategic capacity. Areas to watch are A&amp;E. Month 3 data out on 3 September. QIPP variation for PAH contract will close off quarter 1 will provide a better view on data. Will need to take a view on where PAH QIPP variation sits tactically alongside single control total and the new control model for 2020 towards a block in 2019/20.</p>	
<p><u>Transformation Programme</u></p>	
<p>Toni Coles believed it would be helpful for future meetings to provide a summary to F&amp;P on each of the work programmes that we are on track.</p>	
<p>TC went on to report on producing a transformation plan that provides 6 strategic areas – frailty, complex patients, long term conditions, out patients, mental health and children’s workstream. A plan in place to develop these plans in time for high level at Board in December. Work is underway internally within CCG to bring plans together. Linking in with</p>	

	<p>financial plan and identifying what our local priorities are. Pulling together benchmarking data. Professional leadership group in September to bring all this together which will be high level.</p> <p>Stephen King questioned the resource for the outpatient programme. TC reported that one of the key pieces of work is around the co-ordination of the out-patient programme.</p> <p><u>Identifying Vulnerable and Fragile Services</u></p> <p>Stephen King suggested that potential Dermatology service restrictions for patients in this area should be raised at the Health &amp; Care Committee.</p> <p><b>068/19 ICP Update</b></p> <p>Andrew Geldard reported that the ICP plan is running on schedule. MSK is over the line but waiting to be signed. Governance system still ongoing. Hoping to push forward on Integrated Care Trust. Hope to agree key areas of work by end of September.</p> <p>Stephen King explained at the last Board James raised that the Board would be required sign off the same, for good governance to take place SK highlighted that he would not be happy to accept a tabled paper only so we need to ensure that papers are circulated in a timely manner.</p> <p><b>069/19 Primary Care &amp; Estates update and Delegated Commissioning</b></p> <p>Peter Wightman referred to the paper and drew the Committee's attention to Primary Care Networks and GP Extended Access. PW agreed to look at and revise the forecasts for PCNs and MSK in light of the current roll out plan for the same.</p> <p style="text-align: right;"><b>Action:</b> Peter Wightman</p> <p><b>070/19 Items to be reported to the Board &amp; Membership Meetings</b></p> <p>Nothing to be reported</p>	<p>PW</p>
6	<p><b>Any Other Business</b></p> <p>Rob Gerlis reported that we have decided to go out to recruit for the replacement of Dr Kamal Bishai and that a formal election process would take place.</p>	
7	<p><b>Date of next meeting:</b> the next meeting of the West Essex Clinical Commissioning Group Finance and Performance Committee will be held on <b>Tuesday 24<sup>th</sup> September 2019</b> at 9.30 am in the Boardroom, Building 4, Spencer Close, St Margaret's Hospital, Epping.</p>	