

**Joint Commissioning Group**  
**Notes of 1<sup>st</sup> March 2016 Meeting**

**Present:**

Sue Wald (SW), Sheila Baxter (SB), Cherry Jones (CJ), Paul Bearman (PB), Louise Tapper (LT), Thomas Kearney (TK), Gill May (GM), Lynn Frith

**Apologies:** Caroline Gregory (CG) Peter Nathan (PN), Nicki Millin (NM), Jackie Walker (JW), Sarah Bright (SB). Joy Kennard (JK), Angela Plummer (AP), Matthew Hawkins (MH),

| <i><b>Item</b></i> | <i><b>Description</b></i>  | <i><b>Action</b></i> |
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| <b>1.</b>          | <p><b>Matters arising and Minutes</b><br/> <b>Update on outstanding actions :</b></p> <p>MH Transformation Plan submitted and positive feedback. Gill May taking senior leadership role for Swindon with support from Elaine Turner. Handover with Wiltshire and performance information to be sought from SEQOL each month. Matched funding proposal to NHSE has been submitted to help implement the plan.</p> <p>CCG undertaking full review of children's health service on the agenda</p> <p>PID for Urgent care and DTOC circulated</p> <p>Domiciliary care provider meeting this morning, SBC aiming to offer 5%</p> <p>AWP discharge and performance issues. Letter sent by Sue Wald to AWP. Delayed discharge still not resolved. Meeting planned for this Friday</p> <p>DTOC: PID signed off by NHSE, Project Team and programme Board established and meeting. Baseline data by month established for each reason across Health and Social Care. Monthly targets to be agreed this week at Programme Board. Days lost have seen a small reduction over the last three months.</p> |                      |
| <b>2.</b>          | <p><b>Finance</b><br/> <b>SBC</b></p> <p>The forecast outturn position across Children &amp; Adults Commissioning as at the end of January 2016 has deteriorated due to a number of transition cases which had not been fed into financial planning. Out turn now expected to be slightly over budget of £173k. Children's services overspend reduced to £2.5m</p>   |                      |

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|             | <p><b>SBC budget 2016/17</b></p> <p>SBC budget now agreed with increase in Council tax and precept at 3.99%. The overall position for adult services is a slight increase to mitigate effect of living wage. Main savings to continue to come from Learning Disabilities. There could be further in year austerity measures.</p> <p><b>CCG budget 2016/17</b></p> <p>Allocation received for CCG finance which is an uplift but also requirement to invest in acute care. Overall savings target for CCG around £10m – 13m if all pressures are to be funded.</p> <p><b>BCF budget 2015/16</b></p> <p>BCF budget summary for December 2015 circulated separately to CCG finance in February 2016. Agreement that £100k from befriending allocation would go to CCG for hospital discharge. Quarter 3 return agreed with CCG Finance and circulated.</p> |               |
| 3.          | <p><b>Children's Review</b></p> <p>Terms of references circulated, children's health services have been circulated to Karen Reeve and mark Green. TOR to be circulated to Peter Nathan. Project lead to be confirmed by CCG</p>   | JK<br>GM      |
| 4.          | <p><b>Recruitment of Children's Commissioner</b></p> <p>Formal offer made to Caroline Little for the Strategic Commissioner Voluntary sector. Sue to speak to Caroline this week over resignation from CCG so that recruitment can proceed.</p>   |               |
| 5.          | <p><b>SEQOL – contract query and CQRM update</b></p> <p>This was issued on community nursing last week on missed visits. The quality meeting focused on review of community nursing teams and neighbourhood working, wound care. Action plan drafted, further milestones to be submitted by SEQOL. Failure to deliver on milestones would result in performance notice. Audit on wound care to be undertaken by Academic Health Science Network and Welsh Centre for Innovation on Wound Care</p> <p>Performance dashboard circulated.</p>  |               |
| 6.          | <p><b>AWP – CQC inspection in May 2016 (Gill May)</b></p> <p>Follow up inspection due in May 2016. Quality Improvement Group chaired by TDA which is monitoring the CCG action plan. Minutes of this quarterly meeting shared with JCG. Hayley Richards appointed as CEO.</p> <p>Locally Simon Manchip resigned as clinical director. Action Plan for Swindon due to come from Paula May as Operational Director. Newlands</p>  |               |

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|             | Anning acting as local Director.   |               |
| <b>7.</b>   | <b>DToC – position and progress with AWP</b><br><br>Following letter by Sue Wald, DTOC progress drafted and to be shared with Rani Rooke to produce a robust plan. Positive work on inpatient support and no out of area beds used. This needs to include a Choice Policy, Mental health Act 117 After Care Discharge Plan. Sue to try and meet Newlands this Friday with Angela and Thomas K. There is a need for clear minutes and actions, which CCG is offering to minute. Sue to circulate GWH discharge protocol and data validation process.  | SW            |
| <b>8.</b>   | <b>Community service procurement update</b><br><br>Notice has been served, CCG hosting a joint programme board . Sue to be SBC representative with Jackie/Angela<br><br>Draft advert to be agreed across SBC and CCG. Sue to ask Geraldine Ward from SBC procurement <ul style="list-style-type: none"> <li>- LD health services could transfer to AWP as part of the psychology and psychiatry services. Louise taper to share service specification</li> <li>- IAPT : Needs conversation with IAPT whether these services are included in the PIN notice</li> <li>- CCG recruiting Transformation Director – interviews next week</li> </ul> |               |
| <b>9.</b>   | <b>CCG Planning update for 2016/17 and STP</b><br><br>One year CCG Operational Plan P due on Wednesday. Plan to be shared so that it can be cross referenced to BCF. PWC have run two sessions on Sustainable Transformation Plan which will need to be done with Wiltshire and BANES. Public Health working on a neighbourhood profile but Cherry needs clarity over number of neighbourhoods and geographical boundaries.  | PB            |
| <b>10.</b>  | <b>Panel terms of reference update</b><br><br>Mapping of mental health, CHC and children's panel with agreed TOR, representation and decision making authority, non contractual agreement for placements/support packages. Gill May to identify lead for this.   | GM            |
| <b>11.</b>  | <b>s75 KPI activities report for AWP</b><br><br>Vulnerable adults programme report on mental health has risk identified  |               |

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|             | which needs rewording. Sheila to pick up with John Hughes  |               |
| <b>12.</b>  | <p><b>Performance</b></p> <p><b>Adults</b> – key performance concerns reported have not changed since December and continue to be were:<br/>           Permanent admissions to care homes;<br/>           Acceptable waiting times for assessment;<br/>           Acceptable waiting times for assessment – contact to start of assessment within 5 days;<br/>           Waiting times for packages of care.</p> <p><b>AWP</b><br/>           Clients receiving self-directed support<br/>           Adults in contact with mental health services settled accommodation<br/>           Acceptable waiting times for assessment – contact to start of assessment within 5 days;<br/>           Waiting times for packages of care.<br/>           Snapshot of delayed discharges attributable to Social care.</p> <p><b>Children's Performance</b><br/>           Next meeting</p> |               |
| <b>13.</b>  | <p><b>BCF planning guidance</b></p> <p>BCF planning guidance was issued last week and template on Wednesday with submission this Wednesday. Template agreed by EMT and SBC. Uplift of £397k for Swindon, to be used for inflation SBC, £110k discharge to assess, Rapid Assessment Unit</p> <p>Text currently being refreshed in light of One year Operational Plan and Five Year Strategic Transformation Plan. Submission of 2016/17 Plan end of March. Sue to circulate draft so that sections on urgent care, data and risk register can be updated as well as new plan with quarterly milestones. Finance template going to HWB next week.</p>  |               |
| <b>14.</b>  | <p><b>AOB.</b></p> <p>Free School' update – 3 application submitted for 150 place school of which 20 places planned to be residential. Bids will be available tomorrow. DfE decision likely to be September 2016.</p> <p>DfE monitoring visit on SEN, delay in completion of Education Health and Care plans within 20 weeks. Capacity within speech and language, OT and paediatric therapy seem to be contributing to the delay. Performance information to come to the next meeting. Lynn to bring report on this to the next meeting. This would be an issue in any forthcoming inspection</p>   | LF            |

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|                    | <p>Sexual health services to be commissioned from GWH as part of a Section 75</p> <p>Swindon not successful in Healthy Town bid but part of the programme</p> <p>Health based provision will move to Public health from Localities</p> <p>Public health outcomes framework published this week and life expectancy inequality gap widened among men in swindon is second highest in South West. Immunisation for pneumonia low in Swindon</p> |                      |
| <b>15.</b>         | <p><b>Future meetings</b></p> <p><b>March 2016</b></p> <p>Risk register review</p>  |                      |