

### Minutes

CCG Governing Body Meeting (in public)  
Tuesday 9 March 2021  
(Via: Microsoft Teams)

<b>Members</b>			
<b>Name</b>	<b>Role and Organisation</b>	<b>Initials</b>	<b>Attendance</b>
Abid Irfan	CCG Chair and GP Clinical Lead (Newbury & District)	AI	<i>Present</i>
Wendy Bower	Lay Member, PPE	WB	<i>Present</i>
Geoffrey Braham	Lay Member, Governance	GB	<i>Present</i>
Niki Cartwright	Interim Director of Joint Commissioning	NC	<i>Present</i>
Saby Chetcuti	Lay Member, Governance	SCh	<i>Present</i>
Shairoz Claridge	Director of Operations (Newbury & District)	SC	<i>Present</i>
Helen Clark	Director of Primary Care	HC	<i>Present</i>
Rebecca Clegg	Chief Finance Officer	RC	<i>Present</i>
James Kent	Accountable Officer, BOB ICS Lead	JK	<i>Present</i>
Debbie Milligan (OBE)	GP Locality Lead (Wokingham)	DM	<i>Apologies</i>
Kajal Patel	GP Locality Lead (Reading)	KP	<i>Present</i>
Raju Reddy	Secondary Care Consultant	RR	<i>Present</i>
Debbie Simmons	Nurse Director	DS	<i>Present</i>
Katie Summers	Director of Operations (Wokingham)	KS	<i>Present</i>
Maureen McCartney	Director of Operations (Reading)	MM	<i>Present</i>
<b>Others: (Standing Invitees or in attendance)</b>			
Lynn Casey-Sturt	Head of Governance/Board Secretary (minutes)	LCS	<i>Present</i>

<b>Standing Agenda Items</b>		
1	<b>Welcome and introductions</b> The Chair welcomed everyone to the meeting with introductions made.	

2	<b>Apologies for Absence</b> Noted as above.	
3	<b>Declaration of Interest</b> The Chair reminded Governing Body members of their obligation to declare any interest they may have on any issue arising at Governing Body meetings that might conflict with the business of Berkshire West CCG. None Declared.  <b>Declaration of Gifts &amp; Hospitality</b> The Chair reminded Governing Bod members of their obligation to declare any offer of gifts and hospitality whether accepted or declined and the reason for accepting or declining such offers. None Declared.  Members re-affirmed the status of their current declarations using the 'chat' facility within Teams.	
4	<b>Minutes of the Meeting held on 8 December 2020</b> The minutes of the meeting held on the 8 December 2020 were agreed as a true record of that meeting.	
5	<b>Matters Arising/Action Log: 8 December 2020</b> Action log: Updated.	
6	<b>Questions in advance</b> None received.	
7	<b>Questions from the floor</b>  <u>Agenda Item 8: AO Report (White Paper and Joint Working)</u>  Q1: In response to references made in relation to the White Paper and how the new legislation would affect the existing governance arrangements within the CCG and BOB (Buckinghamshire, Oxfordshire, and Berkshire West) wide; JK advised that the White Paper sets out proposals for legislation and that the CCG will be guided by NHSE in terms of structure of place and governance of the system. Going forward, the three CCGs will be looking to carry out broader engagement around the scaffolding of principles so that these can be moulded and customised locally.	
8	<b>Accountable Officer's Report</b> The Accountable Officer report provides an update on key areas of work and assurance on matters of constitution reserved to the AO. The AO presented and discussed the key areas as follows:  <b>Covid-19 Wave 2</b> Since December we have seen an increase in COVID cases leading to a second wave of the pandemic. At the peak of this wave, our three acute hospitals were caring for ~750 COVID positive patients with ~260 on critical care (Level 3 and 2). In February, we have seen a reduction of COVID positive patients to fewer than 300; and less than 140 patients in critical care (Level 3/2) compared to a funded baseline of ~90 beds.	

### **Vaccination Programme**

Each Place successfully met the Government target of offering a vaccination to all residents from the first 4 cohorts before the 15 February 2021. We have delivered ~500,000 vaccines across PCNs, hospital hubs, vaccination centres and community pharmacies since mid-December. We are working through the next cohorts (5 and 6 and soon 7) with a view to vaccinating the top 9 cohorts by mid-April.

A note of thanks was put forward to all who have working hard across the BOB CCGs/ICS as well as our Partners (including the Local Authorities) and volunteers.

### **CCG arrangements during wave 2**

Ahead of the second wave, we strengthened our incident response arrangements to increase reliance and effectiveness. The first stage took place in Oct/Nov 2020 which involved the CCG releasing staffing resource (14 staff/redeployed) to support the BOB ICS incident infrastructure. Since January, we have bolstered the response arrangements with up to 100 staff from the CCGs volunteering to be redeployed for at least some of their time to support either the COVID response or the vaccination programme. Now that the peak has passed, the CCG is moving staff back to either 'business as usual' or towards recovery.

### **Staff Recovery**

It is recognised that across the system work around COVID has been stressful. To support staff, and in addition to existing health and wellbeing support mechanisms, a decompression programme is to be rolled out over March and April.

### **White Paper and Joint Working**

In February 2021 the Department of Health and Social Care published a white paper that included a broad set of proposals for legislation. The paper proposes putting each ICS onto a statutory footing and describes the governance at system level. The core CCG functions will be subsumed by the ICS.

In terms of ICS / CCG development the consultation with impacted staff continues and will close mid-March. As well as the formal process we are holding engagement session with all CCG staff and seeking further input from system partners.

In the autumn the three CCGs across BOB agreed to align governance arrangements and move to holding "meetings-in-common" which was originally planned to be phased in over 2021. The three CCGs will remain separate statutory bodies and will work to deliver their functions effectively and efficiently in 2021/22, whilst we also plan the transition of these functions to the new ICS body.

From June 2021, BOB CCG Governing Body meetings in public will be in common, on the following dates:

- 10 June 2021; 9 September 2021; 14 December 2021; 10 March 2021.

**The Governing Body received the Accountable Officer's Report and noted the updates provided**

9	<p><b>Risk Management and Assurance</b></p> <p>To provide for review and agreement the updated Governing Body Assurance Framework (GBAF), the related Summary Risk Profile, the red-rated risks from the corporate risk register. The profile has again remained static for this month. This is not unusual for strategic risks, where changes often take place over a longer timescale.</p> <p>In February, the total number of risks on the corporate risk register stayed the same and the number of risks reported as red reduced by one. The Finance Risk F1 relating to the significant risk to delivery of the CCG's control total had its residual score reduced from Red to Amber, as at M10 reporting, the forecast outturn improved from £7.7m to breakeven.</p> <p>It was noted that the Quality Risk Q2 relating to the collective risk to provider workforce management has moved to a broader BOB wide discussion forum, and therefore going forward will be closed from a Berkshire West perspective and taken forward through the BOB People Board. It is the view that the risk will remain 'red' for the time being and the CCG will be working to provide and manage updates going forward.</p> <p>In respect of the Quality Risk Q3 (Looked After Children) and the concerns put forward around children's' welfare during COVID lockdown; members were advised that to enable visibility on the good work being carried out by the CCG and its partners across the system, an update from the Safeguarding Team would be taken to a future Governing Body meeting.</p> <p>To facilitate and enhance shared learning and risk management across the three CCGs, PWC (PricewaterhouseCoopers), BW CCGs internal auditors, have been commissioned to review current risk management processes and how the CCGs can work together to form a consolidated view of risk across the BOB CCGs/ICS.</p> <p><b>The Governing Body noted the Risk Management and Assurance update</b></p>	
10	<p><b>Performance Report</b></p> <p>This report is an ICS wide perspective on key performance aspects including elements relating to the incident response, recovery activities and constitutional targets. Due to the pandemic, certain elements of performance reporting have been stood down and therefore the report does not include the usual level of detail on all quality and performance metrics.</p> <p>Key areas of note area as follows:</p> <ul style="list-style-type: none"> <li>• Through the pandemic the system has focused on responding to the additional demands from patients with COVID and delivering urgent care. This has resulted in increased waiting times and a reduction in non-urgent elective care.</li> <li>• All elements of the BOB system recovered well after the first wave and return towards historic levels of activity and treatment.</li> <li>• The response to the pandemic has been supported by innovative approaches to care delivery, the commissioning of additional capacity and a systematic approach to clinical prioritisation and assessment of clinical harm.</li> </ul>	

	<ul style="list-style-type: none"> <li>The system has also made excellent progress in delivering the largest vaccination programme in history and is achieving good coverage for all the relevant cohorts at this stage.</li> </ul> <p>As previously reported, one of the challenges faced in primary care is public willingness to attend hospital appointments and come forward when presenting with symptoms. It was re-affirmed that work is continuing with the support of cancer champions and the voluntary sector, in re-assuring the public that hospitals are safe environments.</p> <p><b>The Governing Body discussed and noted the Performance Report</b></p>	
11	<p><b>M10 Finance Report</b></p> <p>RC provided an update on the M10 financial position.</p> <p>At Month 10, the CCG is reporting break even both YTD and FOT. These positions are after assuming retrospective allocation of £2.6m in the YTD position and £4.9m in the FOT position. Retrospective allocation already received to month 10 totalled £22.4m.</p> <p>In the period M1-6, the CCG posted a deficit of £19.9m, £11.6m related in incremental COVID costs and £8.3m to other pressures, £19.6m of these costs have been funded by NHSE, while £0.3m have been queried and remain unfunded.</p> <p>M10 has seen the CCG register an improvement of £4.6m on the planned deficit from M9, this is driven by £1.8m slippage on planned investments, £2.2m from use of brought forward balances and £0.6m underspends on in year budgets.</p> <p>On early indications, the CCG is predicting that it will achieve a break-even position at M11, based on its current position.</p> <p><b>The Governing Body noted the M10 Financial position and noted the details reported</b></p>	
12	<p><b>Corporate Governance Report</b></p> <p>The reports provide an assurance summary in relation to governance matters across the BOB CCGs.</p> <p><b>Conflicts of Interest:</b></p> <p>The CCG is reporting full compliance with the conflicts of interest indicator within the NHS England Oversight Framework – with no conflicts of interest policy breaches.</p> <p><b>Training compliance</b></p> <p>BW CCG reported full compliance across the three training modules up to 31 January 2021. Training is to be renewed annually, and staff compliance is to be maintained for further reporting at the end of Q4 (March 2021).</p> <p><b>COVID19 – Decision Log and statutory duties</b></p> <p>BW CCG continue to review and log its decisions at individual Programme Boards and Committees. Costs in respect of COVID19 expenditure are shared with the CCGs Auditors and are taken through Audit Committee.</p> <p><b>The Governing body noted the Corporate Governance Report</b></p>	

13	<p><b>Committee Reports</b></p> <p>To provide the Governing Body with an update on matters considered, decisions made and assurance that the Committee is discharging its responsibilities in line with the Terms of Reference and CCG Constitution.</p> <ul style="list-style-type: none"> <li>ICP Quality Committee: 10 February 2021</li> </ul> <p><b>The Governing Body received and noted the ICP Quality Committee Report</b></p>	
14	<p><b>Public &amp; Patient Involvement/Communications Report</b></p> <p>To update Governing Body members on engagement activities by the CCG as outlined in the report. Key areas of note area summarised as:</p> <ul style="list-style-type: none"> <li>Re-launch of the 'Little Blue Book of Sunshine': a mental health booklet for teenagers</li> <li>BW CCG secure NHSE funds for mental health support for Black, Asian &amp; Minority Ethnic and Refugee communities (BAMER)</li> <li>Dr Abid Irfan features <a href="#">in a new video</a> talking about coronavirus and the importance of keeping safe</li> </ul> <p><b>The Governing Body received and noted the PPI Report and the updates provided</b></p>	
15	<p><b>Berkshire West CCG Localities Update</b></p> <p>To update the Governing Body on matters arising in the Berkshire West CCG localities (South Reading, North &amp; West Reading, Wokingham, and Newbury &amp; District) as outlined in the report. Key areas of note are collectively summarised as:</p> <ul style="list-style-type: none"> <li>Covid-19 response and vaccination programmes</li> <li>Continued and valued support of community volunteers</li> <li>Cancer awareness across the Nepalese Community</li> <li>Health Inequalities and wellbeing projects</li> <li>Wokingham North PCN Leg Ulcer Pilot</li> </ul> <p>As already alluded to by the Accountable Officer, the CCG Chair paid thanks to all those involved in the vaccination roll-out, the CCG support staff, and the volunteers and community at large, who have supported the vaccination centres.</p> <p><b>The Governing Body noted the Report</b></p>	
<b>Date of Next Meeting in Public:</b> 10 June 2021		
<b>Meeting Closed:</b> 11:40		