

MINUTES

NHS Bolton Clinical Commissioning Group Board Meeting – Virtual Meeting

Date: 12th February 2021

Time: 9.30am to 11.30am

Present:

Wirin Bhatiani	CCG Chair
Su Long	Chief Officer
Melissa Maguinness	Director of Strategic Commissioning/Deputy CO
Kelly Knowles	Acting Chief Finance Officer
Alan Stephenson	Lay Member
Tony Ward	Lay Member, Governance
Zieda Ali	Lay Member, Public Engagement
Stephen Liversedge	Clinical Director, Primary Care & Health Improvement
Jane Bradford	Clinical Director, Governance & Safety
Helen Wall	Clinical Director, Commissioning
Dharmesh Mistry	GP Board Member
Niruban Ratnarajah	GP Board Member
Tarek Bakht	GP Board Member
Emma Saunders	GP Board Member
Helen Lilley	Board Nurse
Romesh Gupta	Secondary Care Specialist
Helen Lowey	Director of Public Health, Bolton Council

In attendance:

Nicola Onley	Associate Director, Communications & Engagement, Bolton CCG
Chris Gee	Bolton News representative
Karen Doherty	Communication & Engagement Team, Bolton CCG
Esther Steel	Director of Corporate Governance/Trust Secretary, Bolton FT
Michael Cook	Public Health Department, Bolton Council
Clare Atherton	Safeguarding Team, Bolton CCG

Minutes by:

Joanne Taylor	Board Secretary
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Minute No.	Topic
17/21	Apologies for Absence There were no apologies for absence.
18/21	Introductions Board members introduced themselves. There were 5 members of the public in attendance.

19/21	<p><u>Chair's Update</u> The Chair updated the Board on the recent announcement on the publication of the NHS White Paper which details the changes to be implemented across the NHS over the coming year. The main changes focus on health and social care integration and the CCG and local partners have been working towards this for a while now to ensure full benefits are realised across the locality.</p>
20/21	<p><u>Questions/Comments from the Public on items on the Agenda</u> There were no questions/comments from the public on items on the agenda.</p>
21/21	<p><u>Declarations of Interest in Items on the Agenda</u> There were no declarations of interest in the items on the agenda. The Board noted that on-going declarations of interest stood for every Board meeting and were publicised on the CCG's website.</p> <p>The Chair reminded members of their obligation to declare any interest they may have on any issues arising at meetings which might conflict with the business of the CCG Board.</p> <p>It was noted that declarations declared by members of the Board are listed in the CCG's Register of Interest. The Register is available either via the CCG Board Secretary or the CCG's website at the following link: http://www.boltonccg.nhs.uk/about-us/declarations-of-interest</p>
22/21	<p><u>Minutes of the Meeting previously agreed by the Board and Action Log from 8th January 2021</u> The minutes were agreed as an accurate record and the updates to the action log noted.</p>
23/21	<p><u>Patient Focus</u> This month's patient focus is a verbal update from a Bolton patient who has recently had the Covid 19 vaccine, originally from Jamaica and has chronic diseases, which makes him at higher risk of catching Covid and becoming seriously unwell.</p> <p>The patient agreed to share his experience of having the vaccine, to encourage others from racially diverse backgrounds to come forward for the vaccine when invited. He highlighted the importance of having the vaccine and encouraged other people from radically diverse backgrounds to have the vaccine.</p> <p>The Board noted this month's Patient Focus.</p>
24/21	<p><u>Bolton Safeguarding Children Partnership Annual Report 2019/20</u> The Board received a presentation on the above Annual Report. The CCG is a statutory partner of Bolton's Safeguarding Children's Partnership and as such requires the Board to be apprised of and note the Partnership's work throughout the year through the Annual Report.</p> <p>The report articulates the Partnership's achievements throughout the year, acknowledging the impact of Covid on children, families and staff within all services and the objectives to mitigate these risks. The report also details the four key priority areas of neglect, exploitation, domestic abuse and safeguarding thresholds, outlining the work to support and develop these areas further and also detailing the plans for developing the work further in 2021/22.</p> <p>Members commented that the voice of the child and the training undertaken were positively highlighted in the report. Placements out of the area were also discussed and agreed the importance of ensuring children are placed within the area.</p> <p>The Board noted the Bolton Safeguarding Children Partnership Annual Report 2019/20.</p>

25/21	<p><u>CCG Looked After Children Annual Report 2019/20</u></p> <p>The above annual report was presented to the Board. The main headlines noted from the report were that there were 712 looked after children in care in Bolton receiving services from the Bolton system. It was noted that pre-Covid rates are showing that 10% of young people are known to have a mental health issues.</p> <p>The work that has developed over the year with children and young people in Bolton and the development of a Looked After Children outcomes framework was presented to the Board. Members agreed this is an important arena moving forward to ensure we proactively protect and support children and young people across the locality.</p> <p>The Board approved the CCG Looked After Children Annual Report 2019/20.</p>
26/21	<p><u>Public Health Annual Report 2019/20</u></p> <p>The Public Health Annual Report for 2019/20 was presented to the Board.</p> <p>This year's annual report gives an overview of Bolton bringing together people, place and communities and looks at a whole system approach, reviewing deprivation, inequalities, green space opportunities and next steps in integrating the equality agenda through the Active, Connected and Prosperous Board.</p> <p>It was noted that next year's report will have a strong influence on the impact of Covid 19. Members discussed the report and commented on the need to ensure there is focus on social deprivation and poverty across the locality. Members also discussed the need to have closer links with public health to understand the variation and data presented to move towards bringing an overall improvement through primary care networks. Members discussed the need to concentrate on a whole systems approach, moving forward on the inequalities agenda and aspiring to be better across the England average.</p> <p>The Board noted the Public Health Annual Report 2019/20.</p>
27/21	<p><u>Report of the Chief Finance Officer Month 9</u></p> <p>The finance report for Month 9 was presented, which has previously been considered by the CCG Finance and QIPP Committee.</p> <p>It was reported that the temporary financial regime put in place in response to Covid 19 for the period 1 April 2020 to 31 July 2020 was extended to cover August and September. The final retrospective allocation adjustment for April to September has now been received which brings the CCG to a breakeven position for the first half of the financial year.</p> <p>A system wide financial envelope was allocated to Greater Manchester for the period 1 October 2020 to 31 March 2021. This is comprised of initial allocations for both CCGs and Providers, Covid funding, growth funding and system top up. It is expected that GM will manage the system wide financial position within this envelope for all areas of spend, the only exception to this will be those areas where national funding is still available.</p> <p>Any expenditure relating directly to Covid 19 has been captured and reported separately within the monthly Non ISFE submissions to NHS England.</p> <p>The Month 9 reported position is a GM mandated surplus of £0.586m, once the expected allocations for the Hospital Discharge Programme, Independent Sector over performance and Vaccination Programme set up costs are received. The value of this is £3.302m. This is an improvement in the reported position when compared to the GM approved planned deficit of £1.091m.</p> <p>The Board noted the update to the 2020/21 Financial Plan and associated budgets as at month 9, recognising the level of risk identified and note the process in place by the Executive Team and Finance and QIPP Committee to review scenarios on a monthly basis.</p>

The Board requested an update next month on the developments on the system wide financial work.

28/21

CCG Corporate Performance Report

The performance report was presented to the Board. The following highlights were noted for months 9 and 10 performance:-

Elective Care

Routine elective care surgery is still suspended at Bolton FT to maintain safety as a result of the rising pressures in the system, during Wave 3 of the national pandemic aligning with the increase to Level 4 of the Covid 19 agreed escalation status. This action will inevitably impact on elective care performance, however this has been necessary to create capacity for the rising numbers of Covid 19 patients requiring inpatient care. Bolton FT have continued with many outpatient appointments, however in some areas this is becoming increasingly pressured due to winter pressures elsewhere in the system and staff deployment & sickness. Some staff have been re-deployed to support the pressures in ICU and on the acute medicine wards, along with the COVID vaccine roll-out programme for Health and Care staff.

Performance against the 92% standard is still significantly under the national standard at 62.9% in December. This is in line with other GM localities as a direct impact of reduced capacity due to Covid 19. As predicted there has been a further increase in 52 week breaches in month, taking the cumulative total year to date to 1,672. The 6-week diagnostic target remains an ongoing issue, with performance in December 2020 at 41.4%.

Cancer Care

In November, the percentage achieving maximum 2 week wait for first outpatient appointment, urgently referred with suspected cancer via GP continued to improve and exceed national targets at 95.6% of patients seen within 2 weeks of first referral. In November 83.6% of patients achieved the 62 day wait from urgent GP referral to first definitive treatment for Cancer. In November, there continued to be 100% achievement for Maximum 62 day wait from referral from an NHS screening service to first definitive treatment for all cancers. In November there were 4 patients (reported in a rolling cohort) who waited 104 days or more from initial referral to the first definitive treatment.

Urgent & Emergency Care

A&E performance has remained below the agreed trajectory of 95%. Performance during December was 72.1%. December saw a slightly reduced average attendance of 267 patients. Attendances are being monitored closely and a number of actions and public messages are taking place to ensure that only people who need A&E attend A&E such as 111 First. In November the number of NWSAS patients waiting more than 30 minutes and less than 59 minutes for an A&E handover to take place was 310. Performance has improved in December resulting in a figure of 275. Non Elective Length of Stay remained at 4.8 in December which was the same performance figure during November (above target).

Mental Health

November performance saw IAPT prevalence further increase from the previous reporting period (from 20% to 22.6%) achieving the target of 22% agreed with the GMHSCP and NHS England to be met by end of March 2021. The recovery rate remains under target at 44.1% Early Intervention in Psychosis (EIP) exceeded the target in November, as did the Mental Health Liaison Service (MHLS) for the 1 hour target. Acute OAPs have slightly increased since the last report, and work continues to ensure positive patient flow and repatriation within 72 hours where possible, whilst offering alternatives to admission as appropriate.

Children's & Maternity Care

The percentage of Children and Young People in Bolton accessing mental health treatment is currently above plan by 86 CYP with a 2020/21 forecast of 36.8% against the 35% national target.

	<p>November's CGAS performance (30%) has shown a significant increase compared to October (13%), however year to date performance (20%) still remains significantly lower than the 50% target. Referrals to CAMHS have increased in November (190) compared to October (173) but year to date remain slightly lower for 2020.</p> <p>Maternity booking performance for women registered with a Bolton GP remains above the 90% target with a year to date position of 91.7%.</p> <p>The Board noted the performance report for months 9 and 10. It was agreed to review further the data on deaths in the over 65s, dental access and inequalities and access to mental health services and report back to a future Board meeting.</p>
<p>29/12</p>	<p><u>Covid Update:</u></p> <p><u>Covid Vaccination Programme Update</u></p> <p>The report provided an update to the Board on the current position on Covid 19 rates in Bolton, service resilience, and the vaccination programme. It was noted that as this is a developing situation, with advice being updated all the time, it should be noted that any information in this report was correct on the date of completion.</p> <p>The report highlighted that the current infection rates are showing 280 per 100,000 population and that Bolton FT is currently seeing a reduction in the number of patients in hospital being treated with Covid 19, with 117 positive patients on wards and 9 in critical care. The new oxygen tank has increased oxygen capacity, relieving the challenges previously felt with levels of oxygen utilisation.</p> <p>All trusts across Greater Manchester are working together to prioritise patients on waiting lists for elective care in a consistent way and to support treatment of those most serious or time-sensitive cases.</p> <p>The new clinical assessment area has opened at Bolton NHS FT, which will improve congestion in the A&E department and improve facilities for same day urgent care. All health and care partners across Bolton continue to focus on patient flow and supporting discharge.</p> <p>Bolton GP Practices are sustaining their services despite the pressures of Covid 19, winter demand and supporting the vaccination campaign.</p> <p>The report also highlighted the national and local picture with regard to the Covid 19 vaccination programme including a summary of current vaccination levels and actions taken with regard to the roll out of the vaccination programme, including an update on the impact on equalities and the steps taken to ensure good uptake and coverage for people within BAME communities and other vulnerable groups. It was reported that as at 12th February, 60,956 of 1st doses have now been given to Bolton residents in the first four priority cohorts, which includes all care home residents and staff and all housebound patients. The plans to vaccinate within communities was also highlighted to the Board.</p> <p>It was noted that the most important public message remains to please take up the offer of a Covid 19 vaccine, continue to follow government advice on social distancing and all Covid 19 restrictions while the vaccine is rolled out over coming months as population level protection will not be achievable for some time.</p> <p>The Board noted the update and wished to thank the different organisations, individuals and the volunteers who have been involved in leading and supporting the vaccination programme.</p> <p><u>Engagement with the BAME Communities</u></p> <p>The Board received a presentation on the communication and engagement activity undertaken by the CCG and across the locality and nationally with regard to the Covid 19 pandemic and the vaccination programme.</p>

	<p>The presentation highlighted the background to the vaccination programme, the positive relationships with partners, stakeholders and the public with regard to the vaccination communications.</p> <p>The presentation also highlighted the positive work undertaken with BAME communities to encourage vaccine uptake in all priority groups. This has also strengthened our links with our BAME communities to be a key objective, especially more so as the vaccination programme developed at speed. Low confidence and trust in the vaccination within our BAME communities has meant more of our communications are delivered by NHS clinical professionals and steered through trusted channels.</p> <p>The main messages delivered focused on the importance of taking the vaccine from trusted GPs and how to stay well at home. The presentation also highlighted the joint ongoing work across the BAME communities, in particular the different ways of engaging with our communities.</p> <p>The Board noted the update.</p>
30/21	<p><u>Board Assurance Framework (BAF) – Quarter 3 Update</u></p> <p>The report provides details of the strategic, financial and operational risks associated with the achievement of Bolton CCG’s objectives throughout the year and provides assurance to the Board that risks are effectively identified and monitored. Corporate risks assessed as High (15 or above) are routinely reported to the Board and these are referred to in the quarter 3 report.</p> <p>It was noted that a review has recently been undertaken with all risk owners and the Executive to ensure all risks and BAF scores have been updated.</p> <p>The Board accepted the Board Assurance Framework and the assessment of strategic and high level corporate risks for quarter 3 (1st October to 31st December 2020).</p>
31/21	<p><u>Minutes and Reports from:</u></p> <p><u>CCG Executive Update – January/February 2021</u> The Board noted the update.</p> <p><u>CCG Finance and QIPP Committee – 29/1/21</u> The Board’s attention was drawn to the discussions held on the proposed NHS re-organisation and the need to ensure financial stability is in place locally, in particular agreeing longer term contracts.</p> <p>The Board approved the Minutes.</p> <p><u>CCG Quality and Safety Committee – 13/1/21</u> The Board approved the Minutes.</p> <p><u>CCG Audit Committee – 13/1/21</u> The Board approved the Minutes.</p>
32/21	<p><u>Any Other Business</u> There was no further business discussed.</p>
33/21	<p><u>Date of Next Meeting</u> It was agreed that the next meeting would be held on <u>Friday 12th March 2021 at 9.30am</u></p>
34/21	<p><u>Exclusion of the Public</u> <i>“That representatives of the press, and other members of the public, be excluded from the remainder of this meeting having regard to the confidential nature of the business to be</i></p>

	<i>transacted, publicity on which would be prejudicial to the public interest', Section 1 (2), Public Bodies (Admission to Meetings) Act 1960".</i>
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KEY ACTION LOG:

Updated from 12th February 2021:

This action log aims to cover all matters arising from previous meetings.

Members will raise any further queries with the Chair in advance of the next meeting.

OUTSTANDING ACTIONS:

Date/No./ Initials [NOTE 1]	Action Details:	Current Status: [SEE NOTE 2]	Due date: Original AND any agreed Revisions	Comments/Progress/ Explanations:
12/2/21 27/21 KK	<u>Report of the Chief Finance Officer M9:</u> The Board requested an update next month on the developments on the system wide financial work.	Progressing	March 21	To be presented to the March board development session.
12/2/21 28/21 MM/HW	<u>CCG Corporate Performance Report:</u> To review further the information on deaths in over 65s, dental access and inequalities and access to mental health services and report back to the Board at a future meeting.	Progressing	March/April 21	Dental access information being sought from NHSE. To determine whether board members wish to receive an update at a future board/board development session from NHSE representatives. Update on deaths in over 65s to be included in a future performance report. Mental Health Inequalities to be presented to the March Board Development session.

Actions completed since April 2015 = 218

Number of actions remaining at 12th March 2021= 1

NOTE 1:

KK	Kelly Knowles	MM	Melissa Maguinness
HW	Helen Wall		

NOTE 2: Current Status, (incl. relevant dates): Completed, Overdue, On target, Delayed