

MINUTES

NHS Bolton Clinical Commissioning Group Board Meeting – Virtual Meeting

Date: 12th March 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
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:

Chris Gee	Bolton News representative
Karen Doherty	Communication & Engagement Team, Bolton CCG
Samantha Ball/Ben Matthews	For the Patient Focus item
Michael Smith	GP Federation for the Covid Update item

Minutes by:

Joanne Taylor	Board Secretary
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Minute No.	Topic
35/21	<p><u>Apologies for Absence</u> Apologies for absence were received from:</p> <ul style="list-style-type: none"> Stephen Liversedge, Clinical Director, Primary Care & Health Improvement. Dharmesh Mistry, GP Board Member.
36/21	<p><u>Introductions</u> Board members introduced themselves. There were 5 members of the public in attendance.</p>
37/21	<p><u>Chair's Update</u> The Chair updated the Board on the recent publicity on long waiting times for treatment due to the Covid pandemic and highlighted this is a key challenge for the health and care system to re-start services and treatment.</p>

38/21	<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>
39/21	<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>
40/21	<p><u>Minutes of the Meeting previously agreed by the Board and Action Log from 12th February 2021</u> The minutes were agreed as an accurate record and the updates to the action log noted.</p>
41/21	<p><u>Patient Focus</u> This month's patient focus was a presentation on the development of the NHS resource project work which had commenced as a pilot scheme in four schools.</p> <p>The presentation highlighted the programme of work, the content of each programme, the general feedback from the teaches following evaluation, which included how the resource has supported children to educate them on how important the NHS is and how it operates, encouraging collaborative learning across communities and how to make meaningful connections and engagement with the NHS. The impact this resource has had on children's learning was also highlighted. It was noted that the resource is ready to roll out to all schools after the Easter break this year.</p> <p>Members commented on how beneficial this unique project will be for schools to engage with children and young people further. The options to roll this resource out wider was also requested.</p> <p>The Board noted this month's Patient Focus.</p>
42/21	<p><u>Report of the Chief Finance Officer Month 10</u> The finance report for Month 10 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. 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 10, 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>
43/21	<p><u>CCG Corporate Performance Report</u></p> <p>The performance report was presented to the Board. The following highlights were noted for months 10 and 11 performance. An indepth review of the performance within mental health services was also presented.</p> <p><u>Elective Care</u></p> <p>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 and sickness. Some staff have been redeployed 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.</p> <p>Performance against the 92% standard is still significantly under the national standard at 63.55% in January 2021. This is in line with other GM localities as a direct impact of reduced capacity due to Covid 19. There has been a significant increase in 52 week breaches in month, taking the cumulative total year to date to 2,247 (1,672 in M09). The 6-week diagnostic target remains an ongoing issue, with over-all Bolton performance in January 2021 at 58%.</p> <p><u>Cancer Care</u></p> <p>In December, we continue to face challenges for ‘percentage achieving maximum two week wait for first outpatient appointment for patients referred urgently with breast symptoms (where cancer was not initially suspected)’ with 24.4% of referrals being seen within 2 weeks. The percentage achieving maximum 2 week wait for first outpatient appointment, urgently referred with suspected cancer via GP continued to exceed national targets at 94.9% of patients seen within 2 weeks of first referral. In December there were 6 patients (reported in a rolling cohort) who waited 104 days or more from initial referral to the first definitive treatment. There are also wider issues across Greater Manchester due to increased service demand and staffing challenges but the local service demand continues to be monitored daily by operational managers and the Bolton FT Cancer Performance Manager with patients clinically prioritised.</p> <p><u>Urgent and Emergency Care</u></p> <p>A&E performance has remained below the agreed trajectory of 95%. Performance during January was 71.9% a slight decrease on December’s figure of 72.1%. January saw a reduced average attendance of 247 patients. In December the number of NWSAS patients waiting less than 30 minutes and more than 59 minutes for an A&E handover to take place was 275. Performance has improved in January resulting in a figure of 247. Non Elective Length of Stay increased to 5.0 in January from 4.8 in December, This figure is slightly above the target of <4.61.</p> <p><u>Mental Health</u></p> <p>Prevalence reduced significantly in December to 15.7% due to a combination of reduced referrals which is not unusual across IAPT services leading up to the Christmas period.</p>

	<p>However the recovery rate improved achieving the target at 50.4%. Early Intervention in Psychosis (EIP) exceeded the target in December, as did the Mental Health Liaison Service (MHLS) for the 1 hour target. Acute OAPs continue to fluctuate but work continues to ensure positive patient flow and repatriation within 72 hours where possible, whilst offering alternatives to admission in the community.</p> <p><u>Children’s and Maternity Care</u></p> <p>Maternity booking performance for women registered with a Bolton GP remains above the 90% target with a year to date position of 92%. The percentage of Children and Young People in Bolton accessing mental health treatment is currently above plan by 48 CYP with a 2020/21 forecast of 36% against the 35% national target. To support an increase in access to mental health interventions, multiple service updates have taken place detailed on the Children’s and Maternity Care slides.</p> <p>The Board noted the performance report for months 10 and 11.</p>
44/12	<p><u>Covid 19 Update</u></p> <p>The report provides an update on the current position on Covid 19 rates in Bolton, service resilience, and a more detailed update on the Covid 19 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 detailed the current Covid 19 rates in Bolton which are showing that, as at 10th March, Bolton was 102.6 per 100,000. The service pressures relating to Covid 19 were also highlighted.</p> <p>The main focus from the report was an update on the Covid vaccination programme including current uptake, inequality of uptake, uptake by ethnic groups and actions taken and planned. It was noted that over 100,000 vaccinations have been carried out in Bolton and continue to vaccinate people in cohorts 1 to 9 as per the JVCI guidance.</p> <p>Michael Smith from the GP Federation presented on the current vaccination position with the Central Primary Care Network. The presentation included the initiatives recently developed on door knocking, pop up clinics and survey audits to increase vaccination uptake and understand the barriers to develop these initiatives further. An offer was made to link the community champions with the vaccination work. Members also discussed the ethnicity and deprivation gaps and the evidence that locality pop up sites are making a difference to uptake rates. The Chair requested that the local pop up site initiative is offered to as many areas, on a number of days and times as possible to ensure all communities are being offered an appointment.</p> <p>Michael Smith confirmed the following:</p> <ul style="list-style-type: none"> - The team would take on the idea of varying times for door knocking, using evenings and weekends. - Intention to more formally use community champions. - Multiple pop up sites will be used on multiple days, throughout the week and weekends. - If capacity is a predicted issue, this will be immediately fed back to the CCG and support accepted. - In addition, the option of using a bus is being worked on. <p>The Board noted the update report, noting the most important public message remains to:</p> <ul style="list-style-type: none"> • Please take up the offer of a Covid 19 vaccine as soon as you can. By doing so you are protecting yourself and your loved ones. • Please continue following 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.

45/21	<p><u>Annual Review of Gifts & Hospitality and Declarations of Interest Registers</u> In accordance with the CCG’s Conflicts of Interest policy and corporate governance processes, the annual report to the Board on the declarations of interest and gifts and hospitality received since the last inspection in January 2020 was presented.</p> <p>It was noted that both registers are reviewed quarterly and regularly inspected by the CCG Executive, Audit Committee and Conflicts of Interest Committee and are published on the CCG website. Members were also informed that the annual review of declarations of interest forms has now been completed and all updates included in the current Declaration of Interest Register which is also to be reviewed by the Conflicts of Interest Committee at its next meeting. The updated registers have also been published on the CCG website.</p> <p>The Board noted the relevant and material interests that have been declared and noted the gifts and hospitalities received from January 2020 to date.</p>
46/21	<p><u>Minutes and Reports from:</u></p> <p><u>CCG Executive Update – February/March 2021</u> The Board noted the update.</p> <p><u>CCG Finance and QIPP Committee – 26/2/21</u> The Board approved the Minutes.</p> <p><u>CCG Audit Committee – 26/2/21</u> The Board approved the Minutes.</p>
47/21	<p><u>Any Other Business</u></p> <p><u>Statement from the Chair</u> This was the last public board meeting for Wirin Bhatiani as CCG Chair, due to his retirement on 31st March 2021. The Chair wished to thank the Board, CCG colleagues, the GP Membership and local partners for their help and support over the years.</p> <p>The Vice-Chair, Chief Officer and new Chair also thanked Wirin for his dedication and hard work as Chair of the CCG.</p>
48/21	<p><u>Date of Next Meeting</u> It was agreed that the next meeting would be held on <u>Friday 9th April 2021 at 9.30am</u></p>
49/21	<p><u>Exclusion of the Public</u> The Chair confirmed there were no confidential matters to be discussed and, therefore, the Board meeting was closed.</p>

KEY ACTION LOG:

Updated from 12th March 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 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 Revised: April/May 21	Dental access information being sought from NHSE. Requesting NHSE colleagues present to a future board development session. Update on deaths in over 65s to be included in a future performance report.

COMPLETED ACTIONS:

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	Mental Health Inequalities presented to the April public board meeting.

Actions completed since April 2015 = 220

Number of actions remaining at 9th April 2021= 2

NOTE 1:

KK	Kelly Knowles	MM	Melissa Maguinness
HW	Helen Wall		

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

PART 2 – CONFIDENTIAL

MINUTES

NHS Bolton Clinical Commissioning Group Board Meeting – Virtual Meeting

Date: 12th February 2021

Time: 11.30am to 12.00pm

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:

Anne Talbot	GP and Bolton Community Practice Lead
Lyn Brankin	Associate Director Estates, GMH&SCP
George Hurst	Estates Consultant, Bolton CCG
Amanda Williams	Head of Financial Accounting & Reporting, Bolton CCG

Minutes by:

Joanne Taylor	Board Secretary
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Minute No.	Topic
01/21	<u>Apologies for Absence</u> There were no apologies for absence.
02/21	<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. 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>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>
03/21	<p><u>Minutes from the Part 2 Meeting held on 13th November 2020</u> The Minutes were approved as a correct record.</p>
04/21	<p><u>Minutes from the Remuneration Committee Meeting held on 8th January 2021</u> The Minutes were reviewed and approved.</p>
05/21	<p><u>Horwich Development Update – Outline Business Case</u> The Board received an update on the progress of the Outline Business Case (OBC) for the proposed Horwich development by Bolton Community Practice and Pikes View Practice, requesting approval of the scheme in principle subject to certain steps being satisfied.</p> <p>The Board approved in principle, pending the agreement of the use of the council land, to submit the OBC to GMHSCP capital team for consideration and decision on ETTF funding and to progress to Full Business Case subject to the approvals listed in points 1 to 3 of the report.</p>
06/21	<p><u>Mental Health Investment Standard (MHIS) Statement of Compliance</u> The Board was asked to consider the 2019-20 MHIS Statement of Compliance for approval and publication.</p> <p>It was noted that CCGs are required to publish a statement of compliance after the end of the financial year to state whether they consider that they have met their obligations with regard to the mental health investment standard, that is to say that their investment in mental health for the financial year either has or has not reached their target spend.</p> <p>The Board approved the MHIS Statement of Compliance for signing by the CCG Chief Officer on behalf of the Board and its publication by the 26th February 2021.</p>