

PLANNING AND COMMISSIONING COMMITTEE

**MINUTES OF THE MEETING HELD ON FRIDAY 3 MAY 2019
THE BOARD ROOM, WILBERFORCE COURT**

PRESENT:

V Rawcliffe, NHS Hull CCG (Clinical Member) – Chair
A Oehring, NHS Hull CCG, (Clinical Member)
B Ali, NHS Hull CCG, (Clinical Member)
B Dawson, NHS Hull CCG, (Strategic Lead Children, Young People & Maternity)
M Balouch, NHS Hull CCG, (Clinical Member)
M Bradbury, NHS Hull CCG, (Strategic Lead Mental Health and Vulnerable People)
P Davis, NHS Hull CCG, (Strategic Lead Primary Care)
J Dodson, NHS Hull CCG, (Director of Integrated Commissioning)
S Lee, NHS Hull CCG, (Associate Director, Communications and Engagement)
K Martin, NHS Hull CCG, (Dep Director of Quality and Clinical Governance / Lead Nurse)
D Storr, NHS Hull CCG (Deputy Chief Finance Officer)
M Whitaker, NHS Hull CCG, (Practice Manager Representative)

IN ATTENDANCE:

C Denman, NHS Hull CCG, (Head of NHS Funded Care) Representing Quality
D Robinson, NHS Hull CCG, (Minute Taker)
K McCorry, North of England Commissioning Support, (Medicines Optimisation Pharmacist)
K Hiles, North of England Commissioning Support, (Medicines Management)
V Harris, NHS Hull CCG, (Assistant City Manager, Integrated Public Health Commissioning)

WELCOME & INTRODUCTIONS

The Chair welcomed everyone to the meeting.

1. APOLOGIES FOR ABSENCE

K Ellis, NHS Hull CCG, (Deputy Director of Commissioning)
P Jackson, NHS Hull CCG (Lay Member) Vice Chair

2. MINUTES OF THE PREVIOUS MEETING HELD ON 5 APRIL 2019

The minutes of the meeting held on 5 April 2019 were submitted for approval and taken as a true and accurate record after a small number of typographical errors had been amended.

Resolved

(a)	The minutes of the meeting held on 5 April 2019 were taken as a true and accurate record and signed by the Chair.
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3. MATTERS ARISING FROM THE MEETING

The Action List from the meeting held on 5 April 2019 was provided for information and the following update was provided:

02.11.18 – 6.1 - Public Health Work Plan

Status Update - 03.05.19 – It was stated that work was ongoing on the work plan and would be brought to the August Committee when completed.

Lifestyle Workshop

Status Update - 03.05.19 – It was stated that work was ongoing on the work plan and would be brought to the August Committee when completed.

01.02.19 – 7.3 - Outcome of Prioritisation Panel

Status Update 03.05.19 – It was stated that work was ongoing on the Parkinson's Service Specification. The service specification would be brought back in July 2019.

05.04.19 – 6.5f – Children and Young People Autism

Status Update 05.04.19 – A meeting had been arranged with the Chief Officer and Board Directors to discuss the current issues around Children and Young People's autism (sustained increased numbers of referrals), the issues and actions being taken are reported to the NHS Hull CCG Board through the Quality and Performance Report.

Resolved

(a)	Members of the Planning and Commissioning Committee noted the updates to the Action List.
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4. NOTIFICATION OF ANY OTHER BUSINESS

There were no items of Any Other Business to be discussed.

Resolved

(a)	The Planning and Commissioning Committee noted that there were no items of Any other Business to be discussed at agenda item 10.1.
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5. GOVERNANCE

5.1 DECLARATIONS OF INTEREST

In relation to any item on the agenda of the meeting members were reminded of the need to declare:

- (i) any interests which are relevant or material to the CCG;
- (ii) any changes in interest previously declared; or
- (iii) any financial interest (direct or indirect) on any item on the agenda.

Any declaration of interest should be brought to the attention of the Chair in advance of the meeting or as soon as they become apparent in the meeting. For any interest declared the minutes of the meeting must record:

- (i) the name of the person declaring the interest;
- (ii) the agenda number to which the interest relates;
- (iii) the nature of the interest which the Action taken
- (iv) be declared under this section which at the top of the agenda item which it relates too;

The following declarations of interest declared.

Name	Agenda No	Nature of Interest and Action Taken
Dr M Balouch	7.1	Declared a Financial Interest – GP Partner at Haxby The declaration was noted
Dr B Ali	6.8	Declared a Competing Loyalties Interest – GP Partner at Springhead Surgery, The declaration was noted
Kevin McCorry	6.5	Declared a Competing Loyalties Interest – Works for a potential provider of the new IT Service, The declaration was noted.
K Hiles	6.5	Declared a Competing Loyalties Interest – Works for a potential provider of the new IT Service, The declaration was noted.

Resolved

(a)	The Planning and Commissioning Committee noted the declarations of interest declared.
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5.2 GIFTS AND HOSPITALITY

There had been no declarations of Gifts or Hospitality made since the Planning and Commissioning Meeting in April 2019.

Resolved

(a)	Members of the Planning and Commissioning Committee noted there were no gifts and hospitality declared.
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6. STRATEGY

6.1 PUBLIC HEALTH BY EXCEPTION

The Assistant City Manager, Integrated Public Health Commissioning advised that there were no exceptions to report.

Resolved

(a)	Members of the Planning and Commissioning Committee noted there were no exceptions to report.
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6.2 MEDICINES MANAGEMENT

6.2a CLINICAL COMMISSIONING DRUG POLICIES (STANDING ITEM)

There were no clinical commissioning drug policies to approve.

Resolved

(a)	Members of the Planning and Commissioning Committee noted that there were no clinical commissioning drug policies to approve.
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6.2b HULL & EAST RIDING PRESCRIBING COMMITTEE (HERPC) SUMMARY OF NEW DRUGS OR CHANGES IN USAGE APPLICATIONS AND TRAFFIC LIGHT STATUS

There were no new drugs or changes in usage application and traffic light status to approve.

Resolved

(a)	Members of the Planning and Commissioning Committee noted that there were no new drugs or changes in usage application and traffic light status to approve.
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6.2c NICE MEDICINES UPDATE (STANDING ITEM)

The Medicines Optimisation Pharmacist provided an update of changes or additions to NICE publications, and their implications for CCG Commissioners with particular attention being drawn to:

TA572 -Ertugliflozin as monotherapy or with metformin for treating type 2 diabetes - NICE state this guidance was applicable to Primary care, Community health care and Secondary care – acute – The cost impact would be confirmed in due course.

QS 181 - Air pollution: outdoor air quality and health – NICE state this would be cost neutral

NG121 - Intrapartum care for women with existing medical conditions or obstetric complications and their babies – NICE stated this would be cost neutral.

NG121 - Lung cancer: diagnosis and management – NICE stated this would be cost neutral.

A Lung Health Check Stakeholder Event had taken place which looked at the input and impact on primary care.

A wide and varied discussion took place and it was agreed that the Chair and the Deputy Director of Commissioning would undertake a piece of work identifying how the Lung Health Check project would impact on primary care and produce a paper to be brought back to the August Planning and Commissioning Committee.

It was stated that the Communication and Engagement Team had produced a communication plan in relation to Lung Health Checks that would be shared with the Committee.

Resolved

(a)	Members of the Planning and Commissioning Committee noted the update.
(b)	It was agreed that a paper identifying how the Lung Health Check would impact on Primary Care.
(c)	Communication and Engagement Team to share the Lung Health Check action plan.

6.3 INTEGRATED COMMISSIONING

6.3a ICOB/GENERAL UPDATE AND NOTES

The Director of Integrated Commissioning provided a verbal update highlighting the following areas:

It was stated the proposals of work approved at the March 2019 Integrated Commissioning Officers Board (ICOB) were now being progressed.

The Targeted Youth Services joint procurement was to be approved at the June 2019 Committees in Common.

Joint Commissioning Forum and ICOB meetings were being held monthly and are well established.

Resolved

(a)	Members of the Planning and Commissioning Committee noted the update.
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6.4 INTEGRATED DELIVERY

6.4a FOCUS AREAS

Cancer Network

The Director of Integrated Commissioning presented a report in the absence of the Deputy Commissioning Director updating the Committee on the current work programme and planned development of the Humber Coast and Vale Cancer Alliance (HCV).

The Humber Coast and Vale Cancer Alliance was currently undergoing, along with a number of Cancer Alliance's nationally, a review of how it works and the work programmes that it was leading.

It was stated that the embedded Funding, Planning and HCV Cancer Alliance Development presentation had been circulated and includes high level messages and a delivery plan.



Item 6.4ai

PC_Report_CancerAlli

Discussion took place with the following areas being identified:

Access to diagnostics was a major issue for GP's.

General Practice could have more involvement with the screening programmes and the chase up of non-attendees, it was suggested that this may have more successful outcomes as patients have a trusted relationship with their practice.

The plan for media advertising was to be reviewed.

Early Cancer Diagnosis was one of the 7 service specifications within Primary Care Network (PCN) and Network Contract DES.

It was requested that any queries be directed to the Deputy Director of Commissioning karen.ellis20@nhs.net and a further update would be brought to the September 2019 Committee.

Resolved

(a)	Members of the Planning and Commissioning Committee noted the report.
(b)	Members of the Planning and Commissioning Committee requested a further update of the cancer network be brought to the September 2019 Committee

Children, Young People and Maternity

The Strategic Lead for Children, Young People and Maternity provided a report updating the Committee on the current work and planned development of the Children, Young People and Maternity programme.

The rating and Key Accomplishments of services were as follows;

RightCare Respiratory 0-19 years – GREEN

- Further engagement with Integrated Delivery Groupings planning to extend existing work in relation to CYP Asthma – representatives from EHFP and Marfleet now engaged in the project and attending workforce meetings
- Discussed and agreed with Medicas to review children under 5 on the asthma register with a view to remove off the list.
- All respiratory pathways have been approved and available on the GP portal

Sensory Processing Disorder (SPD): Assessment & Support – RED

- Awaiting proposal from HTFT and Barnardo's
- Funding model for proof of concept for 2019/2020 – would be agreed on receipt of proposal from providers
- HTFT to take lead provider role

Paediatric Speech and Language Service – RED

- Parent Letter approved by the CCG. Service to send to parents deemed clinically appropriate in batches of 30 to offer a follow up appointment if the parents feel they require a further intervention. If no further intervention required then, then would be discharged and offer advice on request.
- Scoping of service evaluation (was R&D) in early years cohort progressed through governance at HTFT
- Clinical review of longest waiters undertaken for both waiting for assessment and waiting for intervention/treatment – this was to be continued as part of the waiting list management
- Agreement with Hull City Council Early Help, Early Years and 0-19 services to work with the provider to undertake a waiting list review with the aim to offer support to children and young people on the waiting list for assessment and/or intervention

Paediatric Speech and Language Service was a challenging service with approximately 120 referrals per month with waiting times as follows;

Waiting list: under/over 18 weeks for FIRST face-to-face contact (Assessment)

At the end of February 2019, , 603 waiting:

437 waiting under 18 weeks

166 waiting over 18 weeks

Waiting list: under/over 18 weeks for Second face-to-face contact (Treatment)

At the end of February, 269 waiting:

64 waiting under 18 weeks

205 waiting over 18 weeks

Overall service waiting list (Feb 2019), referral to treatment, 872 waiting:

501 waiting under 18 weeks

371 waiting over 18 weeks

Maternity – AMBER

- NHSI report of the maternity services visit 5 March 2019 provided assurance with no recommendations and no further action needed by the trust in relation to the numbers of Serious Incidents reported.
- Specialist Tokophobia pathway and guidance approved by joint PRG and available on the PIP.
- Hull MVP information on CCG website
- Hull Continuity of Care Primrose Team (East Hull) appointed
- Smoking Status at Time of Delivery (SATOD) reduced to 18.91% (lowest rate ever recorded)

DFE/NHS Monitoring visit of SEND had taken place on 9th May 2019 a further visit would take place in the autumn of 2019. The joint Ofsted and CQC revisit is expected to take place December 2019.

The 2019/20 SEND Improvement Plan was in development and would be approved by the Hull SEND Accountability Forum (SAF) and the newly formed Joint SEND Strategic Board. The interim Hull City Council lead for Learning and Education was in post and would lead this programme of work.

The CCG had extended the DCO post for a further year (May 2020). The DMO post would be confirmed by HUTHT as part of the community paediatric medical service mobilisation and Service Development Improvement Plan.

It was stated that there had been challenges transferring Community Paediatric Medical Services from City Health Care Partnership (CHCP) to Hull University Hospital NHS Trust (HUTHT).

Concern had been raised in the media in relation to children's community nurses in special schools (special school nurses), the Committee were assured that no decision had been made to remove special school nurses from schools.

Resolved

(a)	Members of the Planning and Commissioning Committee noted the report.
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6.4b PROJECT EXCEPTIONS

Mental Health and Learning Disabilities

The caseload of children with Attention Deficit Hyperactivity Disorder (ADHD) had transferred to Humber Teaching NHS Foundation Trust (Humber TFT) from City

Health Care Partnership (CHCP), a number of clinical issues have been identified which are being investigated.

A Children and Adolescent Mental Health Services (CAMHS) Transformation Plan Review workshop had been arranged for 16th May 2019 between Hull CCG and Hull City Council as well as Humber TFT and partner VCS organisations to review the current services. Subsequently engagement with families and wider stakeholders would take place to ensure all of the areas required by families had been taken in account and addressed.

A Protected Time for Learning (PTL) was to take place in July on Adult Mental Health.

The Rapid Response service was picked up with Humber TFT looking at a new model which would be more aligned.

Planned Care

There were no exceptions to report.

Unplanned Care

There were no exceptions to report.

Primary Care

Practices were required to register for Primary Care Networks (PCN) by 15th May 2019.

Medicine Management

There were no exceptions to report.

Resolved

(a)	Members of the Planning and Commissioning Committee noted the updates.
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6.5 PRIMARY CARE IT – SERVICE SPECIFICATION

Kevin McCorry and K Hiles declared a Competing Loyalties Interest in agenda item 6.5, the declaration was noted and stayed in the room.

The Associate Director of IT provided a report to seek approval of the Primary Care IT Support Service Specification.

Following approval to procure Primary Care IT support service by the CCG Board on 22 March 2019, the project team consisting of representatives of all 4 Humber CCGs and GP Practice Managers had developed the service specification seeking to build on lessons learnt from the current commissioned service provision. As part of the specification development feedback had been sought on a draft specification from Humber LMC and all Humber CCG Practices with specific clinical input by GPs with an interest in IM&T in each of the Humber CCGs.

NHS Hull CCG were managing the procurement process for both the North Humber and South Humber Lots.

Committee Members were advised that the meeting was not quorate, discussions and any decisions would be shared with the Lay representatives not able to attend for final approval. It was stated that both Lay members had received and reviewed the service specification and approved.

It was acknowledged that NHS Hull CCG would be publishing the Invitation to Tender in June 2019 the contract would be awarded in September 2019 with the service commencing in April 2020.

Resolved

(a)	Members of the Planning and Commissioning Committee reviewed and approved the Primary Care IT Support Service Specification.
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6.6 IMPLEMENTATION OF THE NATIONAL LOW BACK PAIN PATHWAY

The Director of Integrated Commissioning in the absence of the Deputy Director of Commissioning presented a report setting out the background and principles of the national low back pain pathway, the requirement to implement and some identified areas of local need. NHS RightCare was recommending the full implementation of the pathway and had written to CCGs to confirming this. CCGs would be expected to provide an implementation plan to this end.

Committee members were advised that the information circulated was work in progress and were being asked for consent to progress the implementation of this work with an update to be presented to the September 2019 Committee .

Concern was raised around workforce, it was suggested that aligning with what is already happening with MSK.

It was agreed that a GP from NHS Hull CCG Board be involved in the development of the pathway

Resolved

(a)	Members of the Planning and Commissioning Committee gave consent to the progression of the work
(b)	Members of the Planning and Commissioning Committee requested an update report be brought to the September 2019 Committee.

6.7 HIGH INTENSITY USERS

The Director of Integrated Commissioning in the absence of the Deputy Director of Commissioning presented a report setting out the requirements within the planning guidance whereby all CCGs that do not have a high intensity support offer are expected to implement a service within 2019/20. At present Hull CCG does not have a high intensity support offer as outlined by NHS RightCare and, as such, would need to take steps to develop and implement a local offer.

High Intensity User (HIU) services offer a robust way of reducing 'frequent user' activity in A & E and non-elective admissions, but also in reducing other avoidable unscheduled care contacts. The programme, which uses a health coaching approach to target and support some of the most vulnerable individuals within the community, had been rolled out by NHS RightCare to 51 CCG's nationwide.

It was suggested that more information on what was required, what service we have already and what was working and what was not was requested in order to ensure that the service is not duplicated.

It was requested that the cohort of data we hold at present be reviewed to establish what data is currently collected.

It was requested that the lesson learnt from the trial site be reviewed to ascertain the benefit of the service.

It was agreed that further work be undertaken on the service and implications of using it and a further paper be brought back to the September 2019 Committee.

Resolved

(a)	Members of the Planning and Commissioning Committee requested further information be obtained and a paper be brought back to the September 2019 Committee.
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6.8 BREAST FEEDING PEER SUPPORT AND DOULA SERVICE SPECIFICATION

Dr B Ali declared a Competing Loyalties Interest in agenda item 6.8, the declaration was noted and stayed in the room

The Assistant City Manager for Integrated Public Health Commissioning presented a report to advise the Planning and Commissioning Committee of the progress in relation to the commissioning of a Breast Feeding Peer Support and Doula service and to share the proposed service specification.

The Invitation to Tender for Breast Feeding Peer Support and Doula Service was is currently live.

It was stated that the role of the doula and whole family support were two areas which could be developed, and any comments to strengthen the service specification should be directed to Assistant City Manager, Integrated Public Health Commissioning Vicky.harris@hullcc.gov.uk.

Resolved

(a)	Members of the Planning and Commissioning Committee considered the proposed specification and noted the contents of the report.
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6.9 The IT Programme

The Associate Director of IT presented update information with regard the IT Programme, which set out activity going forward – see attached slides.

It was stated that the embedded IT Programme presentation had been circulated and includes high level activity.



Item 6.9 IT
Programme.pptx

The issues and themes for 2019/20 identified an action packed and challenging year ahead which would see significant transformation.

The presentation was talked through with the following areas being highlighted.

Due to the amount of involvement GP's would have in the work being undertaken it was suggested and agreed that the IT Programme presentation be given at both the Council of Members and Provider Forum.

Concern was raised around the online booking system, it was noted that 111 could only book appointments with GP's after patients had been triaged.

Communication and Engagement were to have an active role in Humber Local Digital Roadmap (LDR) group. It was suggested that one communications and engagement representative from across the Humber patch attend the LDR meeting and cascade to members of the communication and engagement network.

7. SYSTEM DEVELOPMENT AND IMPLEMENTATION

7.1 PROCUREMENT UPDATE

Dr Masood Balouch declared a Financial Interest in 7.1 and remained in the room, the declaration was noted.

The Director of Integrated Commissioning Officer provided an update to the Committee on the procurement activity taking place currently in NHS Hull CCG.

- The APMS contract for Calvert and Newington was now operational.
- The Community Adults Eating Disorder service was now operational.
- The Homeless Discharge Service invitation to tender had been published.
- Procurements for Patient Transport Services and Primary Care IT were being actively progressed.
- Hull City Council were currently in the process of procuring Day Opportunities for Vulnerable Adults, Doula and Breast Feeding Support, Specialist Stop Smoking service and Healthwatch & Advocacy services.
- Active procurements were overseen by the Procurement Panel which meets monthly and receives updates from the lead managers as well as reviewing Invitation to Tender (ITT) documentation.
- Discussions at Procurement Panel were complemented with Joint Commissioning Forum review of project plan delivery.

The Committee were advised that Lee Pepper , Head of Procurement was now part of the Commissioning Team as the function had transferred.

Resolved

(a)	Members of the Planning and Commissioning Committee considered and noted the contents of the report.
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8. STANDING ITEMS

8.1 REFERRALS TO AND FROM OTHER COMMITTEES

There were no referrals to other Committees agreed.

9. REPORTS FOR INFORMATION ONLY

9.1 QUALITY & PERFORMANCE MINUTES

The Quality and Performance minutes for February 2019 had been provided for information.

Resolved

(a)	Members of the Planning and Commissioning Committee noted the minutes.
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10. GENERAL

10.1 ANY OTHER BUSINESS

There were no items of Any Other Business to be discussed.

Resolved

(a)	Members of the Planning and Commissioning Committee noted there were no items of AoB to be discussed.
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10.1 DATE AND TIME OF NEXT MEETING

The next meeting would be held on **7 June 2019, 9.30 am in the Boardroom, Wilberforce Court, Alfred Gelder Street, Hull, HU1 1UY.**

Signed:



(Chair of the Planning and Commissioning Committee)

Date: 7 June 2019

Abbreviations

A&E	Accident and Emergency
ADHD	Attention Deficit Hyperactivity Disorder
APMS	Alternative Provider Medical Services
BCF	Better Care Fund
BHC	Bransholme Health Centre
C&YP	Children & Young People
CHCP	City Health Care Partnerships
COM	Council of Members
CQC	Care Quality Commission
DOIs	Declarations of Interests
EQIA	Equality Impact Assessment
ERoY	East Riding of Yorkshire
HCC	Hull City Council
HCV	Humber Coast and Vale Cancer Alliance
HERPC	Hull and East Riding Prescribing Committee
HUTHT	Hull University Hospital NHS Trust
Humber TFT	Humber Teaching NHS Foundation Trust

IAGC	Integrated Audit and Governance Committee
IBCF	Integrated Better Care Fund
ICOB	Integrated Commissioning Officer's Board
ITT	Invitation to Tender
JCF	Joint Commissioning Forum
LA	Local Authority
LDR	Local Digital Roadmap
LAC	Looked after Children
MDT	Multidisciplinary Team
MH	Mental Health
MSD	Merck Sharpe Dohme (MSD)
NHSE	NHS England
NICE	National Institute for Health and Care Excellence
PCCC	Primary Care Commissioning Committee
PCN	Primary Care Network
PDB	Programme Delivery Board
PHE	Public Health England
SPD	Sensory Processing Disorder
SATOD	Smoking Status at Time of Delivery
ToR	Terms of Reference