

HARROGATE AND RURAL DISTRICT CLINICAL COMMISSIONING GROUP

Minutes of the Meeting of the Harrogate and Rural District Clinical Commissioning Group

Finance, Performance and Commissioning Committee

29 April 2014

11:00 – 14:00

**Boardroom, 1 Grimbald Crag Court,
St James Business Park, Knaresborough, HG5 8QB**

Present

Amanda Bloor, Chief Officer, HaRD CCG (Chair)
Bernard Chalk, Chief Finance Officer, HaRD CCG
Dr Alistair Ingram, Clinical Chair, HaRD CCG
Alec Cowell, Head of Finance and Contracting, HaRD CCG
Dr Rick Sweeney, GP Member, HaRD CCG

Apologies

Jane Baxter, Head of Commissioning, HaRD CCG

In Attendance

Alison Simm, Corporate Affairs Officer (Secretariat), HaRD CCG
Annie Macleod, Relationship Manager, NY&H CSU
Chris Ranson, Senior Pharmacist, NY&H CSU

1.0 Introductions and Apologies

Apologies were received, as above.

The Finance, Performance and Commissioning Committee:

Noted the above.

2.0 Minutes of the Meeting held on 27 March 2014

The minutes for the meeting held on 27 March 2014 were accepted with no amendments.

The action log was reviewed by the Committee and the following was noted:

- Annie Macleod and Amanda Bloor are continuing to have discussions on the HaRD intranet, therefore the action is to remain on the action log.
- To improve the understanding of Specialist Commissioning activity Alec Cowell will provide a breakdown for the Governing Body GP's and the Senior Management Team.
- Alec Cowell to formally write to Harrogate District Foundation Trust (HDFT) requesting that they provide progress data for the Autism Assessment Service.

The Finance, Performance and Commissioning Committee:

Noted the above.

3.0 Monthly Report from the Commissioning Support Unit

Annie Macleod presented the paper the purpose of which is to provide an update on strategic development of the North Yorkshire and Humber Commissioning Support Unit (NY&H CSU) and a review of Quarter 4 performance.

Annie Macleod confirmed to the committee that NY&H CSU were to merge with South & West Yorkshire & Bassetlaw CSU by 1 October 2014.

Amanda Bloor confirmed that she had formally written to the CSU regarding the significant IT disruption during the last few weeks.

Amanda Bloor requested that there is a presence from the communications team at the monthly Community Services review steering group.

The Finance, Performance and Commissioning Committee:

Noted the above.

4.0 Contract Finance and Performance Reports

Bernard Chalk confirmed to the meeting that the Draft Annual Accounts, Draft Annual Report and Annual Governance Statement had been submitted to NHS England and to the External auditors on Wednesday 23 April 2014.

There is now a period of review by our External Auditors (Mazars), which must be completed, and the accounts and associated financial elements adopted and signed, by the 6 June 2014.

Audit committee to meet on 27 May 2014 to receive the Auditors Report for those charged with Governance, and to adopt the Accounts and associated financial elements.

The HaRD CCG Governing Body to meet on 5 June 2014 to adopt the Accounts and associated financial elements. It was confirmed that Dilani Gamble, interim Chief Financial Officer, would present the Accounts to the Governing Body.

Bernard Chalk confirmed that the bottom line was a surplus of £1.8million but that it was not without risk. There were still issues with the Harrogate District Foundation Trust (HDFT) year end position. HDFT have said their year end position should be available to share with HaRD CCG by next week. The HDFT contract will trade through.

Bernard Chalk informed the meeting of the following outstanding issues:

1. The York Acute Trust year end position was still being negotiated but Bernard Chalk was confident that an agreement would be reached.
2. There are several disputed items with Leeds Trust around specialist commissioning to the value of £460K, Bernard Chalk is hoping to resolve by Friday. Dilani Gamble has been made aware of the situation.
3. There is a disputed overtrade to the value of £60K with York Ambulance Service (YAS) across the four North Yorkshire CCG's. Bernard Chalk to brief Dilani Gamble on the situation.

The Finance, Performance and Commissioning Committee:

Noted the above.

5.0 Contract Finance and Performance Reports

No further comments were made as the contracts had been covered under agenda item number 4.0.

The Finance, Performance and Commissioning Committee:

Noted the above.

6.0 Business Cases/Investments

6.1 Referral Support Service (RSS)

Alec Cowell presented the draft project brief created by Mark Patience. The investments are broadly:

Software - estimate of circa £50K

CSU/Choice office – circa £84K

Clinical Triage – circa £170K

Bernard Chalk confirmed that the FPCC had the authority to approve the total spend. The meeting approved the investment but that the business case needed to be expanded and made stronger.

The Finance, Performance and Commissioning Committee:

Approved the investment.

6.2 Prescribing Incentive scheme

Alec Cowell presented the paper written by Dr Rob Penman, HaRD CCG Prescribing Lead and Ken Latta, CSU Medicines management.

The aim of the paper being to:

- Describe aims of the 2014/15 prescribing incentive scheme for quarter one
- Define the content of the 2014/15 prescribing incentive scheme for quarter one
- Ensure the CCG Governing Body, Senior Management Team, GP Practices and the local medicine Committee are aware of the scheme and its content.

The meeting approved the scheme.

The Finance, Performance and Commissioning Committee:

Approved the scheme.

6.3 Stroke Association Paper

Amanda Bloor presented the paper, 'Stroke Association Information, Advice and Support Service' written by Kate Parker, Commissioning Manager (sponsored by Dr Rob Penman). The paper recommends that HaRD CCG:

- Extends funding for a further 10 months so the service is commissioned 1st June 2014 until 31st March 2015. This will therefore provide a seamless service as the Stroke Association have already agreed to extend the 13/14 funding until 31st May 2014.
- Identifies what monitoring/targets it wishes the Stroke Association to deliver against so clear reporting measures are known and agreed by both parties prior to funding commencing on the 1st June 2014.
- Informs the Stroke Association as soon as possible regards the decision to re-commission the service to prevent redundancy notices having to be served to

current staff, repeating what happened last year and affecting service delivery.

The Finance, Performance and Commissioning Committee:

Approved extension of the funding subject to a contract management process.

6.4 Draft Business Case for financial support for the Harrogate District Cancer Action Partnership

A request has been received by HaRD CCG from Harrogate and Ripon Centres for Voluntary Service (CVS), for financial support for the Harrogate District Cancer Action Partnership.

Amanda Bloor said that a Commissioning Framework for the processing of funding requests from the voluntary sector was being developed. The request would need to be re-presented when the framework was operational.

Alec Cowell to respond to Harrogate and Ripon CVS informing them of the decision.

The Finance, Performance and Commissioning Committee:

Noted the above.

7.0 Investment updates

7.1 Autism

See Matters arising from the minutes of the Meeting on 27 March

The Finance, Performance and Commissioning Committee:

Noted the above.

8.0 Commissioning Policy Recommendation: Treatment Advisory Group

Chris Ranson presented the paper on the funding of Noregestrol/estradiol combined oral contraceptive (Zoely):

Zoely is recommended as a third line combined oral contraception treatment option in patients who have not been able to tolerate two other COCs. Current evidence suggests that Zoely® is acceptable and safe, with fewer effects on lipid and glucose metabolism and haemostatic parameters than established COCs. The 24/4 regime is a further advantage for erratic pill takers.

The overall cost is £16.50 for a 3 month supply which is significantly more than the majority of other oral contraceptives.

The meeting felt that it was an expensive alternative and the risk being it would become a frontline choice rather than third line choice. After consideration the meeting took the decision not to recommend the prescribing of Zoely.

The Finance, Performance and Commissioning Committee

Did not approve the above.

9.0 Monthly Report from the Partnership Commissioning Unit

No report this month.

The Finance, Performance and Commissioning Committee:

Noted the above.

10.0 Quality and Performance Dashboard

The meeting discussed the need to have the Quality and Performance Dashboard and exception report reviewed so that it provided more meaningful information to the FPCC.

Alec Cowell will arrange to meet with Amanda Bloor, John Pattinson and Katie Smith to discuss the Quality Dashboard.

The Finance, Performance and Commissioning Committee

Noted the above

11.0 Reports and Transformation Groups

11.1 Transformation Board

No feedback to note this month

The Finance, Performance and Commissioning Committee:

Noted the above.

11.2 Urgent Care Board

No feedback to note this month

The Finance, Performance and Commissioning Committee:

Noted the above.

12.0 Finance Policies & Procedures

None this month

The Finance, Performance and Commissioning Committee:

Noted the above.

13.0 Any Other Business

13.1 St Michaels Contract funding request

Amanda Bloor declared a conflict of interest and withdrew from the discussion.

Tony Collins, Chief Executive of St Michaels Hospice had written to HaRD CCG saying that he was not happy with the 0% uplift in funding for 2014/15.

The meeting agreed to a 1% uplift in the funding plus the drugs cost for 2014/15. Alec Cowell to respond to Tony Collins with the amended offer.

The Finance, Performance and Commissioning Committee:

Approved the above.

Rick Sweeney queried what the process was for Practices to claim under the Better Care Fund.

Alec Cowell confirmed that he was finalising the process and procedures for claiming. Alec Cowell to produce an information sheet for Practices with a simple process of claiming.

The Finance, Performance and Commissioning Committee:

Noted the above.

14.00 Key Messages to Governing Body

There are no Key Messages from the meeting today as there is another FPCC meeting on 27 May 2014 ahead of the Governing Body on 5 June 2014.

The Finance, Performance and Commissioning Committee:

Noted the above.

15.00 Next meeting

Tuesday 27 May 2014

14.00 – 17.00

Boardroom

Grimbald Crag Court

Knaresborough

Actions from the Finance, Performance and Commissioning Committee on 27 February 2014

Meeting Date	Item	Action	Responsibility	Action Completed / Due to be Completed (as applicable)
		To update time		
29.4.2014	2.0 Minutes of Last Meeting	Talk to Annie Macleod about CSU setting up the HaRD intranet.	Amanda Bloor	27.5.2014
29.4.2014	2.0 Minutes of Last Meeting	Provide a breakdown of specialist activity for GP's and Senior Management Team	Alec Cowell	27.5.2014
29.4.2014	2.0 Minutes of Last Meeting	Write to HDFT requesting progress data for the Autism Assessment Service	Alec Cowell	27.5.2014
29.4.2014	6.4 Draft business case for financial support for the Harrogate District Cancer Action Partnership	Write to CVS informing them that will need to re-present when the framework is operational	Alec Cowell	27.5.2014
29.4.2014	10.0 Quality and Performance Dashboard	Arrange a meeting to discuss the quality dashboard	Alec Cowell	27.5.2014
29.4.2014	13.1 St Michaels Contract funding	Respond to Tony Collins with amended offer.	Alec Cowell	27.5.2014
29.4.2014	13.0 Any Other Business	Produce an information sheet for Practices for claiming under Better Care Fund	Alec Cowell	27.5.2014