

Meeting Minutes

Joint Commissioning Board - Public

The meeting was held on 11th June 2018, 09:30 – 10:30
Conference Room, Oakley Road

Present:	NAME	INITIAL	TITLE	ORG
	Dr Mark Kelsey	MK	CCG Chair	S CCCG
	Councillor Chris Hammond	CH	Leader of the Council	SCC
	Councillor Dave Shields	Cllr Shields	Health and Sustainable Living	SCC
	Councillor Warwick Payne	Cllr Payne	Adults, Housing and Communities	SCC
	John Richards	JRichards	Chief Executive Officer	S CCCG
	June Bridle	JB	Lay Member (Governance)	S CCCG
In attendance:	Richard Crouch	RC	Acting Chief Executive Officer	SCC
	Stephanie Ramsey	SR	Director of Quality & Integration	S CCCG / SCC
	Suki Sitaram	SA	Chief Strategy Officer	SCC
	James Rimmer	JRimmer	Chief Financial Officer	S CCCG
	Mel Creighton	MC	Chief Financial Officer	SCC
	Beccy Willis	BW	Head of Business	S CCCG
	Claire Heather	CH	Senior Democratic Support Officer	SCC
	Donna Chapman	DC	Associate Director	S CCCG / SCC

Apologies: None received

		Action:
1.	Welcome and Apologies	
	Members were welcomed to the meeting. Apologies were noted and accepted	
2.	Appointment of Chair / Vice Chair	
	It was agreed that Dr Mark Kelsey would remain Chair of this Board and that Councillor Chris Hammond would take the role of Vice Chair	

3.	Declarations of Interest	
	<p>A conflict of interest occurs where an individual's ability to exercise judgement, or act in a role is, could be, or is seen to be impaired or otherwise influenced by his or her involvement in another role or relationship</p> <p>No declarations were made above those already on the Conflict of Interest register.</p>	
4.	Previous Minutes/Matters Arising & Action Tracker	
	<p>The minutes from the previous meeting dated 8th March 2018 were agreed as an accurate reflection of the meeting.</p> <p>Matters Arising There were no matters arising</p> <p>Action Tracker The outstanding actions were reviewed and the action tracker updated.</p>	
5.	Memorandum of Understanding / Terms of Reference	
	<p>SR explained the purpose of the Memorandum of Understanding and the Terms of Reference which were originally agreed when the JCB establishment was approved by Full Council and Governing Body. JR commented that the he was pleased to see that the MOU still is very relevant.</p> <p>The Board agreed the Memorandum of Understanding</p> <p>ACTION: The Terms of Reference were agreed with the minor amendment of formally noting in the Terms Of Reference who the members of the Board are. CH advised that the membership is listed on the front of the agenda, it was agreed to also put titles on for the CCG members</p>	BW/CH
6.	Better Care Quarterly Report – Q4	
	<p>The Board received the Better Care Quarter 4 2017/18 Report. Donna Chapman (DC) attended the meeting to talk through the highlights of the paper. DC tabled revised papers due to a minor change in finance details.</p> <p>The Health and Wellbeing Board has delegated responsibility for oversight of the better care work to the JCB.</p> <p>The Board was advised that 2018/19 Better Care national guidance is still awaited.</p> <p>Performance for 2017/18 (appendix 4) was considered:</p> <ul style="list-style-type: none"> - Non elective admission rate held static from previous year despite 	

	<p>1.9% population increase</p> <ul style="list-style-type: none"> - Delayed Transfers of Care (DTC) did not achieve national target but has significantly reduced when compared to 2016/17 - Permanent admissions to residential homes exceeded target due to “home first” focus, discharge to assess and extra care developments <p>Key achievements:</p> <ol style="list-style-type: none"> 1. Rehabilitation and Re-ablement service – Integrated Health and Social care teams who support the discharge process, the work this team has been doing has reduced Delayed Transfers of Care. Consequence has been reductions in need for ongoing care and releasing of homecare capacity. 2. Pilot city wide team providing training to residential homes worked specifically with 15 homes due to their high rate of admissions, carrying out assessments; have seen a reduction in non-elective admissions from those homes. DC will be making a recommendation to roll this out across the city 3. Worked with voluntary and community sector, launched a lot of new services 4. Extra Care – trajectory to increase the number of extra care units, seen people moving from nursing into extra care 5. Domiciliary Care Market – invested some of the Better Care fund into improving the better care market increasing number of hours and 7 day availability. <p>It was stated that this demonstrates the value of integrated working and the achievements made make a huge difference to people’s quality of life. It was also agreed that there are benefits of having a clear plan for Better Care and sticking to it. The approach and outcomes has attracted notice nationally.</p> <p>It was questioned as do we have any mechanism to capture the data on which programmes have delivered what? But in reality the outcomes are due to a collection of initiatives. It was also asked whether any forecasts have been undertaken on savings per extra care beds. SR advised that there is some planning around the projections for extra care, looking at demand and an estimate as to where savings could be achieved</p> <p>DC advised that one of the challenges is the culture change across all providers and that it doesn’t happen quickly.</p> <p>Councillor Shields asked how is this all being communicated and can we look at case studies and stories not only to our own staff but how we can use to a wider audience</p> <p>RC raised it was positive to see quantative and qualitative evaluation. Approach locally not seen in all areas of the country so we need to keep building on the success and have strong ambition.</p> <p>ACTION: Briefing on Social Care Green Paper to the Board once available.</p>	<p>SR</p>
--	--	------------------

	The Board thanked DC and team for the report and all the work that has been undertaken.	
7.	Integrated Commissioning Plan	
	<p>SR presented the Integrated Commissioning Plan which is based on national guidance, market analysis, feedback on engagement and JSNA.</p> <p>There are 4 key work themes:</p> <ul style="list-style-type: none"> • Integration • Prevention • Quality • Managing and developing the market <p>Each theme has key work streams, key metrics, milestones and key measures of success which will be reported to the board. Lots of the work is very complex and transformational.</p> <p>JRim asked whether the ICU has the resources to do all of this work. SR advised that staffing is a key issue and will bring a paper to a future meeting on staffing structures and savings impact.</p> <p>Councillor Shields asked how we engage the right children's expertise for discussion at JCB? SR advised that regular briefings are held with lead Councillors, Children's Multi Agency Board other key provider leads but perhaps we should invite the relevant councillors or officer to children's items at JCB.</p> <p>SS acknowledged the additional effort that the ICU team has put in to lead change or support others, when things don't go to plan and suggested that there is a need to consider the ICU when budgets are being set and the stick to the spirit of the JCB Terms of Reference. RC also advised that SR sits on both the Adult and Children's transformation teams and can ensure that any national changes are reflected in the ICU plan.</p> <p>JR suggested that as many of the improvements we have jointly been able to deliver have delivered savings for both organisations, we are here to improve the outcomes for the city and so proposed including JRIM Board to look at the total investment across partnership to ensure it's aligned with key priorities and outcomes.</p> <p>MC advised that her and JRim have agreed to work closer on budget setting processes.</p> <p>ACTION: It was agreed that an evaluation of 17/18 ICU business plan to be brought to a future meeting</p>	<p>SR</p> <p>SR</p> <p>SR</p>

	<p>Action: Savings and Integrated Commissioning Plan 2018/19 to come to a future meeting</p> <p>The Board approved the Integrated Commissioning Plan 2018/19 – 2020/2021 as the business priorities for the next two years.</p>	BW
8.	<p>Quality Update on Social Care Providers</p> <p>SR gave an update on Social Care Providers specifically to gain agreement on the Provider Failure and Exit guidance. This procedure has been developed in line with nationally recognised guidance to support this type of event, and involves both health and social care teams, particularly in the case of a large provider e.g. a care home with nursing or a home care provider who provides home care to a large number of health and social care funded service users</p> <p>Councillor Payne advised that Cabinet has signed Ethical Care and Residential Care Charters.</p> <p>Councillor Shields asked whether numbers could be shared outside of the meeting with how we compare with neighbouring areas</p> <p>Councillor Hammond suggested that Brexit may impact the availability of workforce, so what kind of forecasting have we done to look at how much it will affect the local market. SR advised that forecasting work is underway to look at future workforce</p> <p>Action: SR to provide a detailed briefing at a future meeting</p> <p>The Board approved the Provider Failure and Exit guidance</p>	SR
9.	<p>Better Care Steering Board Terms of Reference</p> <p>The Board were asked to approve the Better Care Steering Board Terms of Reference as a subcommittee of the Joint Commissioning Board</p> <p>The Board approved the Better Care Steering Board Terms of Reference</p>	
10.	<p>Better Care Steering Board Minutes</p> <p>The Board received the Better Care Steering Board Minutes for information.</p>	
Date of next meeting		
12th July 2018, 9.30-10.30, Conference Room 3, Civic Centre		