

## Meeting Minutes

### Joint Commissioning Board - Public

The meeting was held on 8<sup>th</sup> November 2018, 09:30 – 10:30

Conference Room, NHS Southampton HQ, Oakley Road, SO16 4GX

<b>Present:</b>	NAME	INITIAL	TITLE	ORG
	Dr Mark Kelsey	MK	CCG Chair	S CCCG
	John Richards	JRich	Chief Executive Officer	S CCCG
	Councillor Chris Hammond	CH	Leader of the Council	SCC
	Councillor Dave Shields	Cllr Shields	Cabinet Member - Health and Sustainable Living	SCC
<b>In attendance:</b>	Stephanie Ramsey	SR	Director of Quality & Integration	S CCCG / SCC
	Richard Crouch	RC	Interim Chief Executive Officer	SCC
	Beccy Willis	BW	Head of Business	S CCCG
	Judy Cordell	JC	Democratic Services	SCC
	Donna Chapman	DC	Associate Director	S CCCG / SCC
	Kate Dench	KD	Senior Commissioning Manager	SCC
	Carole Binns	CB	Associate Director	S CCCG / SCC
	Emily Chapman (minutes)	EC	Business Manager	S CCCG
<b>Apologies:</b>	Mel Creighton	MC	Chief Financial Officer	SCC
	Councillor Lorna Fielker	Cllr Fielker	Cabinet Member – Adult Social Care	SCC
	June Bridle	JB	Lay Member (Governance)	S CCCG
	James Rimmer	JRim	Chief Financial Officer	S CCCG
	Claire Heather	CH	Senior Democratic Support Officer	SCC

		<b>Action:</b>
<b>1.</b>	<b>Welcome and Apologies</b>	
	Members were welcomed to the meeting.  Apologies were noted and accepted	
<b>2.</b>	<b>Declarations of Interest</b>	

	<p><b>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</b></p> <p>No declarations were made above those already on the Conflict of Interest register.</p>	
<b>3.</b>	<p><b>Previous Minutes/Matters Arising &amp; Action Tracker</b></p>	
	<p>The minutes from the previous meeting dated 11<sup>th</sup> October 2018 were agreed as an accurate reflection of the meeting, with the following amendment:</p> <ul style="list-style-type: none"> <li>- Change to reflect Cllr Hammond raised the proposed closure of Glen Lee and Holcroft and the impact on the wider health system</li> </ul> <p><b>Matters Arising</b> Women at risk of repeat removals of children into care – this will be an item at the December meeting.</p> <p><b>Action Tracker</b></p> <p>The outstanding actions were reviewed and the action tracker updated.</p>	
<b>4.</b>	<p><b>Void and Nomination Agreements in respect of Supported Living Properties (scheme A and B)</b></p>	
	<p>MK stated the following “Chair to move that in accordance with the Council's Constitution, specifically the Access to Information Procedure Rules contained within the Constitution, the press and public be excluded from the meeting in respect of the appendix to the following item based on Category 2 of Paragraph 10.4 of the Access to Information Procedure Rules.”</p> <p>No members of the public were present for this item.</p> <p>The Board received the Void and Nomination Agreements in respect of supported living properties (scheme A and B). CB talked through the highlights of the paper.</p> <p>KD stated that current voids are at 8%. Work takes place to ensure the risk of voids are minimal. CB raised we have never been in a position of paying 100% void costs.</p> <p>KD highlighted that there is work being undertaken led by NHS England through Transforming Care to review individuals in low and medium secure beds into a community setting. This will require careful transition work.</p> <p>Cllr Hammond raised this is the right approach. There will need to be</p>	

	<p>provision to teach and encourage independence for people with a learning disability and this scheme supports that.</p> <p>SR raised a refresh of the Market Position Statement will be positive.</p> <p>SR highlighted that we need to look at the processes for sign off so properties are not lost due to the decision making route. The delegation of sign off will be explored.</p> <p>The Leader and Cabinet Member for Clean Growth &amp; Development approved the recommendation to enter into void and nominations agreement in relation to two current supported living schemes.</p> <p>The Board recognised a potential void risk and associated financial liabilities, but this is not expected to be above the current position.</p> <p>The Board delegated authority to the Leader, to approve and enter into the Void and Nominations agreement for scheme A and B.</p> <p>KD left the meeting.</p>	KD/SR
5.	<p><b>Community Development</b></p>	
	<p>MK stated the following “Chair to move that in accordance with the Council's Constitution, specifically the Access to Information Procedure Rules contained within the Constitution, the press and public be excluded from the meeting in respect of the appendix to the following item based on Category 2 of Paragraph 10.4 of the Access to Information Procedure Rules.”</p> <p>The Board received the paper on Community Solutions – Community Development and Community Navigation Single Integrated Proposal. CB talked through the highlights of the paper.</p> <p><b>ACTION: CB/MFC to share draft specification with Cllr Shields</b></p> <p>It was noted that Councillor Kaur has provided feedback on the draft specification.</p> <p>Cllr Shields raised there are other conversations needed with lots of providers e.g. charitable funds that will support this work.</p> <p>Cllr Hammond raised we are in a different place and we have moved away from grants to contracts so this piece of work aligns with that.</p> <p>CB raised the impact assessment on individual agencies will be reviewed and we will provide ongoing advice and support.</p> <p>RC queried if there could be a quicker timescale to get this work implemented. SR raised we will try and attempt to bring the timescales shorter and work with procurement.</p>	

The Board supported the paper and agreed a radical step change is needed to support this work. It was also raised at the point of contract award, there may need to be some facilitation with the successful provider.

The Board approved the following recommendations outlined in the paper:

- (i)** This report is presented as a general exception item in accordance with the Access to Information Procedure Rules of Part 4 of the Council's Constitution. Amendments to the Local Authorities (Executive Arrangements) (Meetings and Access to information) (England) Regulations 2012 require 28 days' notice to be given prior to determining all Key Decisions. Whilst the report did have the required 28 days' notice, the requirement to indicate potential elements of confidentiality was not complied with as notification of the decision was published on the 10<sup>th</sup> October, 2018.
- (ii)** That the board noted the feedback from the engagement exercise undertaken in October 2018, following Joint Commissioning board (JCB) briefing in September 2018.
- (iii)** The Leader of the Council and Cabinet Member for Clean Growth & Development delegated authority to the Director of Quality & Integration, following consultation with the Leader and Cabinet Member for Clean Growth & Development to decide on the final model of commissioned services to support the provision of a Community Development and Navigation Service.
- (iv)** The Leader of the Council and Cabinet Member for Clean Growth & Development delegated authority to the Director of Quality & Integration following consultation with the Service Director Legal & Governance to carry out a procurement process for the provision of Community Development and Navigation services and to enter into contracts in accordance with the Contract Procedure Rules.

Cllr Hammond approved the recommendation and raised that it is important for us as organisations to define what is expected. There continues to be investment within the voluntary sector and whichever provider wins this contract it will offer long term stability and clarity of purpose.

The Board thanked MFC and CB who have worked on this paper and the work that has taken place to get to this point.

CB left the meeting.

6.	<b>Better Care Quarterly Report inc Cluster Development</b>	
	<p>The Board received the Better Care Quarterly Report for information. DC talked through the highlights of the report. The data is based on month 4 and 5 as month 6 data was not available at the time of the report being written.</p> <p>The Board has a discussion and the following points were covered:</p> <ul style="list-style-type: none"> <li>• Work is taking place to incorporate Older Peoples Mental Health (OPMH) community services within Better Care, then the next step will be to include Adult Mental Health (AMH)</li> <li>• DC raised work is taking place with Public Health to look at falls data. Work in being done with the ambulance service to look at reducing conveyance rates as an outcome of this work.</li> <li>• There are also opportunities to improve the fracture liaison service pathways that are currently in place</li> <li>• Personal Health Budgets (PHB) moving forward and national target will be achieved by March 2019. Direct Payments showing a small increase. Update to a future meeting.</li> <li>• Delayed Transfers of Care (DTC) it was clarified that it is a mixture of issues causing the rise in DTC from both the health and social care aspect. There is a comprehensive action plan in place for DTC.</li> </ul> <p><b>ACTION: bring telecare back to a JCB Briefing for discussion.</b></p>	<p style="text-align: right;"><b>SR</b></p> <p style="text-align: right;"><b>CB</b></p>
7.	<b>Performance Report</b>	
	The Board received the performance report for information.	
<p><b>Date of next meeting: 13<sup>th</sup> December 2018, 09:30 – 10:30, Conference Room, NHS Southampton HQ, Oakley Road, Millbrook, SO14 4GX</b></p>		