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Meeting Minutes

Southampton City CCG Board

The meeting was held on Wednesday 24th March 2021, 14:30 – 17:00

Microsoft Teams meeting

Present:	NAME	INITIAL	TITLE	ORG
	Dr Mark Kelsey (Chair)	MK	GP Chair	SCCCG
	Stephanie Ramsey	SR	Managing Director / Director of Quality and Integration	SCCCG
	Dr Hana Burgess	HB	GP Board Member	SCCCG
	Dr Chris Sanford	CS	GP Board Member	SCCCG
	Dr Shiba Qamar	SQ	GP Board Member	SCCCG
	Dr Pritti Aggarwal	PA	GP Board Member	SCCCG
	Dr Sarah Young	SY	GP Board Member	SCCCG
	Henry Slater	HS	Lay Member - Governance	SCCCG
	Carol Alstrom	CA	Chief Nurse (Acting)	SCCCG
	Matt Stevens	MS	Lay Member – Patient and Public Involvement	SCCCG
	Kay Rothwell	KR	Deputy CFO	SCCCG
	Peter Horne	PH	Director of System Delivery	SCCCG
	Debbie Chase	DC	Director of Public Health	SCC
	Lesley Gilder	LG	Member	Healthwatch
	Guy Van Dichele	GVD	Executive Director Health, Well-being and Adults	SCC
In Attendance:	Beccy Willis	BW	Head of Governance	SCCCG
	Emily Penfold (minutes)	EP	Governance Manager	SCCCG
Apologies:	Maggie Maclsaac	MM	Chief Executive Officer	SCCCG
	Roshan Patel	RP	Chief Finance Officer	SCCCG
	Dr Mark Sopher	MS	Secondary Care Doctor	SCCCG

1.	Welcome and Apologies	
	<p>All members were welcomed to the meeting. Apologies were noted and accepted.</p> <p>GVD was welcomed to the meeting as the new Executive Director for Health, Wellbeing and Adults at Southampton City Council.</p> <p>It was noted that this meeting was being recorded, all attendees agreed to the recording of the meeting. The full recording will be made available on</p>	

	Southampton City CCGs website.	
2.	Questions From The Public	
	<p>A question was received from the member of the public as follows:</p> <p><i>I have been told by the Practice Plus Group that decisions about what surgery goes ahead is made by the CCG. I would like to know how many people are waiting for operations and what the plans are to deal with the backlog of people waiting for surgery, including how priorities are determined. I realise those requiring cancer and heart surgery are a priority, but leaving others in limbo with no information is stressful and can and does cause secondary problems that not only affects their current quality of life but maybe setting up them up to suffer long-term conditions.</i></p> <p>A written response has been produced and will be provided to the individual post meeting.</p>	
3.	Declaration of Interest	
	<p><i>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.</i></p> <p>MK declared that he has started a new role with Solent NHS Trust. It was agreed this did not present any conflicts for this meeting.</p> <p>No other declarations of interest were made in relation to any items on the agenda.</p>	
4.	Minutes of the Previous Meeting and Matters Arising	
	<p>The minutes of the previous meeting that took place on the 27th January 2021 were agreed as a true, accurate record of the meeting, with the following amendment:</p> <ul style="list-style-type: none"> - MS attended the first part of the meeting. <p>Matters arising There were no matters arising.</p>	
5.	Closedown of Risk Register	
	<p>The Board received the closedown risk register which has been reviewed to determine whether each risk will be closed, or reviewed and reworded for the new organisation (Hampshire, Southampton and Isle of Wight CCG).</p> <p>Each lead talked through their relevant risks and the highlights.</p> <p>HS queried recovery and the lack of improvement particularly within the performance report. SR responded the re-speed of elective care has been</p>	

	<p>slower, however assurance was provided that details work is taking place across HIOW on recovery.</p> <p>The Board approved all actions outlined on the risk register.</p>	
6.	Finance and Performance Report	
	<p>The Board received the Finance and Performance Report. KR outlined the highlights of the report.</p> <p>HS thanked the finance team for all the work taken place over the years.</p> <p>PA asked about what will happen with finance in the new organisation e.g. allocations. KR responded there is a commitment that local areas in the new CCG will have delegated budgets and we will still monitor them locally.</p> <p>The Board noted the Finance and Performance report.</p>	
7.	Quality Exception Report	
	<p>The Board received the Quality Exception report. CA outlined the highlights of the report.</p> <p>DC thanked the Infection Prevention and Control team for all the work that has taken place throughout the pandemic in support the city.</p> <p>The Board thanked the quality team for all the work that has taken place and also the Clinical Governance Committee and how it has worked to improve quality.</p> <p>The Board noted the quality exception report.</p>	
8.	Emergency Preparedness Resilience and Response (EPRR) Annual Report 2020	
	<p>The Board received and noted the Emergency Preparedness Resilience and Response (EPRR) Annual Report 2020. BW outlined the highlights of the report.</p> <p>CA asked about the summary and that Southampton City CCG was not included as receiving substantial assurance on its core standards. BW clarified that Southampton did receive substantial assurance.</p> <p>The Board noted the excellent leadership that PH has provided throughout the pandemic across Hampshire and Isle of Wight.</p>	
9.	Sub Committee Minutes	
	<p>The Board received the following Sub-Committee minutes for information:</p> <ul style="list-style-type: none"> - Finance and Audit Committee – 21 October 2020 and 24 February 2021 - Clinical Executive Group – 18 November 2020 and 9 December 2020 - Clinical Governance Committee – 6 January 2021, 3 February 2021 and 3 March 2021 	

	<ul style="list-style-type: none"> - Primary Care Commissioning Committee – 17 February 2021 and 17 March 2021 	
10.	Data Security and Protection Report	
	The Board received the Data Security and Protection Report for information. It was noted that the CCG are about to submit the Data Security and Protection Toolkit and we have reached 95% of staff completing their e-learning.	
11.	Freedom of Information (FOI) Report	
	The Board received the FOI report for information.	
12.	Closedown Arrangements for the CCG	
	<ul style="list-style-type: none"> - Closedown of Board and Sub-Committees - Transfer Orders - CCG Reform <p>The Board received the procedure for the closedown of the Board and the Sub-Committees. BW explained the procedure to the Board and outlined the highlights of the report.</p> <p>BW presented the legal transfer scheme to the Board. Behind the legal documentation there are several spreadsheets of information supporting it.</p> <p>HS thanked the governance team for all the work that has taken place to support the merger, and the work over the years.</p> <p>The Board approved the legal transfer scheme.</p> <p>LL joined the meeting to present the CCG reform paper to the Board. LL asked the Board for their approval for the dissolution of Southampton City CCG and the formation of the new Hampshire, Southampton and Isle of Wight CCG.</p> <p>The Board provided their approval.</p>	
13.	Close	
	<p>MK thanked all members of the Board for their support over the years.</p> <p>SY gave thanks to MK as this is his last Board meeting as the CCG Chair, the Board gave their thanks for the support, leadership and friendship that MK has given. The Board wished MK well in his new role.</p>	