

# Meeting of the Governing Body

## Summary sheet

**Date of meeting:** 1 June 2021

**For:** Public session (Part 1)

**For:** Information

**Agenda item:** Minutes of the Governing Body meeting held on 6 April 2021

**Author(s):** Trudy Corsellis, board secretary and Samantha Cox, PA to chief finance officer

**Presented by:** Governing Body chair

### Executive summary

The minutes of the minutes of the Governing Body meeting held on 6 April 2021 along with the updated action grid are presented for accuracy and approval.

Meetings of the Governing Body for NHS Kernow Clinical Commissioning Group are held in public and a record maintained of proceedings in accordance with the requirements of the Constitution. Minutes are presented for agreement of accuracy and the Action Grid is presented to satisfy the Governing Body that appropriate progress has been or is being made.

### Recommendations and specific action the Governing Body needs to take at the meeting

The committee is asked to:

1. Approve the minutes as an accurate record of the minutes of the Governing Body meeting held on 6 April 2021
2. Consider progress to complete actions and either agree that satisfactory progress has been or is being made or designate further action.

If exemption is qualified then public interest test required. Check to see if the public interest in the information being released outweighs the exemption being used and record your consideration here to justify inclusion on the private and confidential agenda. Note the Information Commissioner states that there is a general public interest in transparency. For advice, contact [kccg.foi@nhs.net](mailto:kccg.foi@nhs.net)

# Minutes

## Governing Body

6 April 2021  
10am  
Microsoft teams

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### Members

- Dr Paul Cook, chair
- Chris Blong, lay member for governance and chair
- Natalie Jones, chief nursing officer
- Andrew Abbott, director of primary care
- Dr John Garman, GP member
- Dr Francis Old, GP member
- Dr Judy Duckworth, GP member
- Dr Rob White, GP member
- John Yarnold, lay member for fiscal management
- Dr Matthew Hayman, secondary care clinician
- Nikki Kelly, lay member for patient and public involvement
- Melissa Mead, lay member for primary care and prevention
- Rachel Wigglesworth, director of public health Cornwall council

### Attendees

- Dr Chris Reid, co-opted GP
- Simon Bolitho, deputy director, finance
- Sally Turner, chair of citizens advisory panel
- Trudy Corsellis, board secretary
- Sam Cox, PA and minute taker
- Nikki Thomas, acting director of nursing

### Apologies:

- Dr Iain Chorlton, chair
  - Clare Bryan, chief finance officer
  - Mrs Helen Charlesworth-May, joint chief officer
  - Dr Deryth Stevens, GP member
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### GB2122/001 Welcome and apologies

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Mr Chris Blong welcomed all to the meeting and noted Dr Iain Chorlton had given his apologies. Mr Blong extended a warm welcome to Dr Chris Reid, a newly co-opted attendee, who would be joining future Governing Body meetings.

Mr Blong reminded all present that we had now entered the pre-election period (purdah) and for all to be mindful of discussions that could likely influence all or part of the local election process. If further discussion was required, this should take place at the part 2 element of the meeting or wait until the formal meeting has concluded. Factual matters are acceptable to be discussed.

## **GB2122/002 Declarations of interest plus gifts and hospitality registers**

Mr Chris Blong reminded Governing Body members of their obligation to declare any interest they may have on issues arising at committee meetings which might conflict with the business of NHS Kernow. Declarations made by members of this meeting had been circulated with the agenda and supporting papers.

Dr Fran Old advised his daughter was receiving S113 and CHC funding support. Dr Paul Cook advised that he would be stepping down as our mental health lead and that the Carrick declaration could now be removed. Dr Cook also informed members that he worked at the same practice as Dr Chris Reid.

Mr Blong asked members to ensure that future updates are forwarded to Sam Cox in a timely fashion in order to ensure the declaration of interest register remained up to date.

## **GB2122/003 Questions from members of the public received in advance of the meeting**

There were no question submitted by members of the public in advance of the meeting.

## **GB2122/004 Minutes and action grid of 2 February 2021**

The minutes of the Governing Body meeting held on 2 February were approved and signed as a correct record subject to the following amendment:

Dr Judy Duckworth requested an amendment to: GB2021/127 as follows:

“Dr Duckworth noted the invites for frontline staff to have their vaccine have been sporadic and she had raised a concern before Christmas as the **invitation for many frontline clinical NHS staff, including staff working for CFT and Cornwall Health Out-of-Hours service**, was circulated on 24 December 2020, at which stage a number of back office staff had been able to access vaccination slots which reduced the capacity **for front-line clinical staff, with many frontline nurses unable to book their first vaccination slots before March. In contrast, frontline clinical staff in RCHT had already been invited for priority vaccination from 15th December.**

Furthermore, a letter sent on 24 December 2020 by Professor Chris Whitty called for **all hospital inpatients** to wear masks **whenever possible**, but this doesn't appear to have been implemented across the system, however it was made very clear in the letter that this **was not an optional recommendation**".

The action grid was also reviewed and updated.

### **GB2122/005 Chairs update**

The Chairs update was submitted for information. The Governing Body held an extraordinary meeting on 19 March 2021 to formally approve the appointment of Dr Paul Cook as the new Chair of the CCG. A decision was also reached to co-opt Dr Chris Reid as a Governing Body GP who will assist with our transition to the new integrated care system (ICS) organisation. Being co-opted, Dr Reid will not be afforded any voting rights.

The interviews to appoint the joint ICS system lead and CCG accountable officer are due to take place on 13 April 2021.

### **GB2122/006 Directors update**

Mrs Natalie Jones presented the report which was shorter due to purdah.

Mrs Sally Turner raised the question on the management of the health inequalities programme and the work being undertaken with communities. Mrs Jones noted the health and wellbeing board will review these issues and recognises the wider determinants of health which will also be addressed with the introduction of the ICS.

### **GB2122/007 COVID-19 and vaccination update**

Mrs Jones reported since the last meeting the vaccination programme had continued to vaccinate people over 50 years of age, those with long term conditions, carers as well as those due for their second dose of the vaccine. Over 63% of the adult population have received their first vaccination with 90% of those over 50. Second vaccines will a priority for April 2021.

A multi-agency group has also been set up for those who are harder to reach, including travellers, homeless shelters and those where English is not their first language. The group is also working with Devon to ensure people who live on the borders of Devon and Cornwall are offered vaccination sites closer to home.

The programme is progressing through groups to ensure the uptake for the most vulnerable people are as high as possible.

Mr Blong noted there appeared to be a small issue where people had been invited twice and asked if vaccination slots were being double booked or cancelled and with all the issues in the EU, were the vaccination plans still on target. Mrs Jones advised there will be less vaccines available in April 2021 and so there would be less

first doses given. However, sufficient vaccine was available to ensure everyone had their second dose.

Mrs Duckworth asked how many vaccinations are being wasted? Mrs Jones noted between 1 and 10 (or a vile for Pfizer). However, there are waiting lists for those who could be offered a vaccine to avoid wastage.

Ms Rachel Wigglesworth advised since the February meeting, the COVID-19 infection rate has reduced and is now 15.2 per 100,000 of confirmed cases and the country is now moving through the roadmap to release restrictions further. There have been 567 deaths in Cornwall since the start of the pandemic in Cornwall. There have not been any significant outbreaks since the schools have returned and teams are working hard to ensure the message to live safely is adhered to.

There is a clear message both nationally and locally that the vaccine is effective, but not 100% and to be aware that indoor mixing will inevitably lead to a further increase in cases whilst the vaccine is rolled out. The team were aware of further potential variants of the disease which is being managed.

### **GB2122/008 Quality Report and Quality committee chairs report, update from 26 January and minutes from 30 March 2021**

Mrs Nikki Thomas and Dr Rob White provided an update. Dr White noted the report was brief due to purdah. The Quality Committee had met on 30 March 2021 and the minutes of the meeting held on 26 January 2021 submitted for information.

An independent review of learning disability had been held and 9 recommendations to be reviewed as a matter of urgency. Work continues to ensure commitment to the review.

Central alert system delays in implementation have been noted by CFT, NHS Kernow are working with the Trust to make sure the processes for patient safety are actioned. One court of protection application has been made to ensure the COVID-19 vaccination was given when a resident's power of attorney declined vaccine on her behalf. The court ruled in favour of the resident and she has now been vaccinated.

### **GB2122/009 Finance and performance committee chairs report, update 30 March 2021**

Mr John Yarnold stated the finance and performance committee had met via MS teams on 30 April 2021 and noted one amendment to the report. Funding of £400,000 had been approved to Cornwall Hospice Care not Hospice south west.

Due to the pandemic, the planning round had been pushed back to the first half year (H1) of 2021/22 and approval sought from members to approve the proposed budgets for 2020/21 which have also been rolled forward to allow an update for inflationary measures.

The finance team are reviewing COVID-19 interventions for the first part of the new financial year.

An update to be submitted the May meeting.

## **GB2122/010 Finance and performance report month 11**

Mr Simon Bolitho reminded Governing Body members of the change to the financial regime during 2020/21 where the first 6 months of the year were on a 'pass-through' reimbursement basis, which ended in balance. The second part of the year reverted to operating within a defined funding position to include planning for recovery from COVID-19.

NHS Kernow was selected to have an audit of its COVID-19 cost claims made during the first half of 2020/21. The findings have been shared with the CCG and will be reported to the Audit Committee once the report is finalised. No material issues were identified with regard to claims submitted by the CCG.

In the second half of the year, there has been significant slippage against the original plans, due to the resurgence of COVID and the focus on the vaccination rollout. This has led to an 'underspend' against the resources allocated to the CCG, £7million of which has been returned NHS England. The projections at month 11 indicate that additional slippage of up to £1million may occur in the final position – this will be confirmed over the coming weeks as the finance team closes the 2020/21 accounts.

In terms of looking forward into 2021/22, there is a short planning timeline with a set of returns for the first half of the new year ('H1') due to be submitted to NHS England and Improvement by 6 May. An update on Plan will be reviewed at the April Finance and Performance Committee and presented to Governing Body members at the May meeting.

Mrs Nikki Kelly asked about hospital discharges. She attended a presentation at RCHT where it was noted people are being discharged promptly from hospital and working with volunteers, but that in some cases patients were being supported by a 'personal budget' to facilitate this. If this were to go mainstream, how would this affect clinical governance and GPs and asked Mr Bolitho if he was aware of the financial impact and the planned approach?

Mr Bolitho noted a scheme was being piloted to review how personal health budgets (PHBs) could be used around hospital discharges. This would not be a cash payment to the individual, but to a third-party support organisation with a set of governance arrangements. There is a need to be clear on how this would be underpinned by clinical and financial governance before the pilot is widened to a larger scale solution.

**Action:** John Groom to provide an update on the personal health budgets pilot at the June Governing Body meeting.

Mrs Kelly commented members of the citizens advisory panel (CAP) could be part of the public consultation for personal health budgets to ensure patient voices are

heard. As such it would be helpful to review any schemes or incentives at the People and Organisational Governance committee in order to agree how to work with CAP members ahead of any consultation process.

Mr Bolitho agreed the People and Organisational Governance committee would be the best route to report back to the Governing Body. Dr Judy Duckworth commented there was a need to be clear on the objectives and returns before offering funding.

**Action:** Mrs Kelly to take the lead and provide an update to the June Governing Body.

Dr Fran Old expressed concern about the underlying overspend against the local NHS funding allocation and asked if the CCG was confident the system was taking the situation seriously and asked what would happen to the historic debt of the CCG?

Mr Bolitho advised no formal advice had been received regarding the management of the historic debt, noting that there were national proposals in 2019/2020 about how this may be partly mitigated, but the CCG awaited further information on whether this would still be implemented in future. Finance colleagues in the local trusts recognise the significant challenges ahead and are working together as a system in order to establish the scale of the total challenge and develop analysis to support decisions that will be required in future.

## **GB2122/011 Citizens advisory panel update**

Mrs Sally Turner reported she would be stepping down as chair of the citizens advisory panel and as a member of CAP. Mrs Turner noted it had been a challenging year due to COVID-19, but positive progress had been made over the past few months.

An interim CAP chair will be elected at the April 2021 meeting and a new membership application form has been drafted with a recruitment drive established for new members.

The Governing Body were asked to review the work plan and note the CAP Chair would now attend the People and Organisational Governance Committee, presenting a regular progress report.

Planning for an autumn conference is underway with the aim to reach beyond the patient participation groups to bring wider communities together to discuss health, prevention and plans for the ICS. The voluntary sector has already started engaging with the public and the ability to record and stream the conference is also being reviewed.

The Governing Body reviewed and agreed the terms of reference. The Governing Body also agreed the 15 principles for sustained change.

Mrs Turner expressed her thanks to the Governing Body for inviting her to attend the meetings and for their assistance in helping to develop citizens advisory panel,

noting there is a way to go, but she was excited about the progress being made. Mrs Turner will continue to support the central integrated care area (ICA).

**Decision:** The Governing Body approved to abide by the 15 principles for sustained changed.

## **GB2122/012 Committee updates**

### **Audit committee of 16 March 2021**

Mr Blong reported that the TIAA internal audit plan for 2020/21 had been completed and a 'reasonable compliance' status had been achieved by NHS Kernow CCG. He noted that this was an incredible achievement and wanted to record audit committee thanks to the staff and TIAA for their willingness to adhere to and engage with a demanding audit plan whilst maintaining effective oversight and assurance remotely throughout the pandemic. Work is already underway to improve the rating for 2021-2022.

Members were reminded that an extraordinary Governing Body meeting has been scheduled on 10 June 2021 to approve the annual report and accounts ahead of the delayed submission date of 15 June 2021. The annual report and accounts will be published on NHS Kernow website in due course and formally presented to the public at its Annual General Meeting (AGM) in September 2021.

Mr Blong stated that the Audit Committee conducts an annual membership survey in February and March each year in accordance with the audit plan. This year was no exception and there was a 73% response rate, which is an improvement on previous years and the responses to what was a list of detailed questions were 100% positive.

Members were informed that there has been increased clinical oversight this year and NHS Kernow staff have proved pivotal in driving forward important governance and assurance changes being made internally, with our providers and across the system. Progress has been made in the speedier recognition of actual and perceived problem areas by the introduction of improved oversight of clinical service provision. There is, however, much work still to be done and the Audit committee will continue to support our clinical team's endeavours throughout 2021-2022.

Finally, members were reminded that the Governing Body Assurance Framework (GBAF) was an important high-level document from which GB could derive assurance from. GBAF also provides an important source of assurance to NHS England, our internal and external auditors, the public and system stakeholders.

As part of our committee chairs annual update, Mrs Melissa Mead had briefed the Audit Committee on the key outputs of the Primary Care Commissioning Committee - one year on. Much progress had been made within primary care over the past 12 months and significant value has been added by the PCCC to our service provision activity. Mr Blong expressed thanks to Mrs Mead, Mr Andrew Abbott and the primary care team for making the PCCCs first year in operation such a success.

Mrs Mead thanked Mr Blong for his kind words regarding the PCCC and expressed her thanks to the team for their continued and tireless hard work.

Finally, audit committee members had reflected upon NHS Kernow's collective COVID-19 experiences over 12 months and wanted to highlight the importance of the following:

- a) The individual, collective and continued wellbeing of our staff.
- b) Our on-going planning and preparedness for future emergencies.
- c) The need for individual, organisational and system resilience.

### **Primary care commissioning committee of 11 February 2021**

Mr Andrew Abbott noted the primary care team is reviewing its priorities, which need to include both recovery and the ongoing vaccination programme, but a renewed focus on capitalising upon opportunities presented for increasing investment in Cornwall (e.g. non-recurrent digital investments and the additional roles reimbursement scheme), in order to to maximise on further support for practices to help them thrive for future. An update will be provided once objectives and priorities have been reviewed by the primary care commissioning committee.

Mrs Natalie Jones reported all first doses of the vaccine were due to be completed by July with second doses in the autumn, and consideration would need to be given for the flu vaccination timeframe and start to plan as business as usual.

Mrs Turner asked if there could comms to reassure the public that both the COVID-19 and flu vaccination could be received at the same time.

### **People and organisational governance of 16 March 2021**

Mrs Nikki Kelly reported the new People and Organisational Governance (POG) meetings now included bi-monthly development sessions. The sessions would focus on amongst other items, organisational requirements for the CCG, individual project leads for staff and the new citizens advisory panel chair.

The new ways of working, known as agile working would be reviewed at the April meeting and Mrs Trudy Corsellis was leading on the governance review to ensure the CCG was discharging its responsibility, working closely with Paul Hulme.

Colleagues from the CCG are starting to attend POG meetings to provide case studies and talk about their experiences within the CCG and taking forward comments from the staff survey.

Mrs Kelly noted it would be beneficial if she were able to join the system workforce meetings, but this had not happened to date.

### **GB2122/013 Questions from members of the public relating to the agenda**

#### **Questions from members of the public relating to the agenda**

Mr Nigel Morson commented that he experienced a similar situation to that described by Mr Blong regarding his COVID-19 vaccination, having received 2 appointments at the same time, but successfully had his first vaccination at Stithians and a date for his second.

There is some anxiety from those who are expecting to receive their jabs from their local practices as the 11 to 12 week deadline approaches, and they have not heard anything. It would be helpful if some form of reassurance could be communicated to advise they haven't been forgotten, this applies to those who are vulnerable and particularly anxious.

Mrs Wigglesworth advised the vaccines were at the behest of NHS England and Improvement, however assurance has been given that they will honour the second doses due at practice level, but these could be received at short notice, as working with a push model.

Mrs Jones noted primary care are now using more than one manufacture and so need to make sure the right vaccine is available ahead of time, where as mass vaccination sites have only used one vaccine.

Mr Blong commented there was an opportunity for local practices and the CCG to help assure people via comms.

Update from Laura Patrick:

We are providing regular updates to the public (via media/social media/website/partners), staff (including GPs) and CAP (via newsletters) about changes to the vaccination programme as soon as we receive anything from NHS England. This includes arranging interviews to reiterate the importance of getting vaccinated as soon as you become eligible, or are invited, and details of how to book. John Garman, and Iain Davidson have been giving regular interviews to the media.

There have been some instances where we have been unable to arrange media interviews, as directed to us by NHS England and Improvement (NHSEI), but have provided information as soon as we have been given permission to do so. As Rob said, NHSEI tells us what we can and cannot say, and when (every media request and proposed response has to be sent to NHSEI for approval before we can reply to anything).

Below are some details we recently provided the media about changes to the mass vaccination centre operating hours, and honouring all second jabs. I hope this is helpful, but please let me know if you need any other information.

Are Stithians and the Royal Cornwall Show ground now closed for new bookings?  
**The National Booking Service is open but appointments are limited. All vaccination centres - GP-led sites, large centres and pharmacies - have always flexed their opening hours in line with supply. Therefore they are likely to be operating less in April due to the national supply constraints.**

Whether second doses are still happening throughout April at both of these sites?  
**Yes they are. All existing second dose bookings are going ahead and the National Booking System will be opened up to anyone that is due a second dose but hasn't booked it yet.**

For people who had to cancel their second dose for reasons of illness or anything else and now can't book over the national booking site what do they do?

**Where people had an appointment for a second dose booked through the National Booking Service but had to cancel, they will be able to book another appointment in April, if they haven't been able to already. We would encourage people to keep to their booked appointments where at all possible due to demand for appointments, but if people do not intend to come the appointment, please do cancel so we can offer it to other people.**

What's happening to left over vaccines? **There are no left over vaccines. The vaccination centres are still administering second doses during April. The vaccine has sufficient expiry to ensure there will be no wastage during the short down-time at the centres.**

What will happen at the end of April? Will the next age group be opened up?  
**We can't speculate about that, it's not our decision to make.**

## **Final copy for ratification**

Signed by the chair:

Date:

**Kernow Clinical Commissioning Group  
Governing Body - Action Grid**

Item	Actions	To be actioned by	Target date	Progress/ date complete
	<b>Actions from 6 April 2021</b>			
GB2122/010	Mr John Groom to provide an update on the personal health budget pilot.	Mr John Groom	Jun-21	An update included within the directors report.
GB2122/010	The people and organisational governance committee to review schemes or incentives in order to agree how to work with the citizens advisory members ahead of a consultation process on personal health budgets	Mrs Nikki Kelly	Jun-21	
	<b>Actions from meeting 2 February 2021</b>			
	<b>No actions arising from meeting</b>			
	<b>ACTIONS FROM MEETING 3 DECEMBER 2019</b>			
GB1920/139	Trudy Corsellis to work with the respective Chairs and SRO's to develop bespoke risk registers for each of the system boards so that greater accountability and ownership is established.	Trudy Corsellis	31-Mar-21	<b>Closed.</b>