

<b>Title of paper:</b>	<b>Chief Officer's report</b>
<b>Meeting</b>	Governing Body 21 <sup>st</sup> March 2014
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<b>Purpose</b>	To Agree	
	To Advise	
	To Note	

*Work of the Executive Committee since the last Governing Body*

Since the Governing Body meeting on the 31<sup>st</sup> January the Executive has addressed a wide range of issues with a thread of work relating to year end compliance and next year's planning. Topics have included

- Implementing the agreed actions that will strengthen our business continuity arrangements, based on issues that emerged over the Christmas period
- Taking forward 2014/15 contract negotiations and developing QIPP schemes
- Progress on the Better care fund
- Managing prescribing pressures, which included a very useful meeting with the head of medicines management and the CCG's prescribing leads
- Finalising the year end position, including agreeing year end positions with suppliers to meet out control total
- Meeting the target to train 95% of staff in information governance
- Reviewing staffing, recruitment and CSU performance and taking decisions on new appointments
- Reviewing Local Enhanced Services, which included taking a detailed set of decisions on local schemes
- Developing the quality strategy
- Managing performance trajectories for next year
- An extremely valuable update on carers from Denise Crone during which we watched a video on young carers, which gave a real feel for the pressures on this group of young people.

In addition the first meeting of the Executive Team dedicated to bringing transformation work across the CCG took place on the 4<sup>th</sup> March.

Many of the above are reflected on the agenda for today's meeting.

<b>Agenda item</b>	7
<b>Attachment</b>	03

### *Accreditation of GPs with a Special Interest – collaborative agreement*

We have entered into a collaborative agreement with the other Surrey CCGs to ensure the continued accreditation of existing GPwSIs. This is only for existing GPwSIs, there will be a new agreement for future GPwSIs going forward.

### *Surrey Downs CCG Constitution*

I am pleased to report that our second application to have the constitution amended has been approved. This made a number of minor updates and introduced a disputes resolution policy. Most importantly it took the committee terms of reference out of the constitution thus enabling us to vary these whenever our need for assurance dictates rather than having to wait for the twice a year window that is set by NHS England.

### *Staffing update*

As well as appointing a substantive Chief Finance Officer we have also made three appointments to the Service Redesign Team which is now fully staffed. This will give us much more capacity to work with other CCGs as well as improving our capacity to redesign services. These appointments include lead roles for both mental health and children's services which are hosted by other CCGs.

### *Health and Safety*

I would like to remind the Governing Body that it has a corporate responsibility for health and safety of staff and visitors to its premises. A statement of intent is attached to my report which sets out how we discharge this responsibility as an organisation. The Executive Lead for this area is Karen Parsons but we must all discharge our responsibility as Governing Body members for ensuring good health and safety practice.

### *Home Based Care*

The Executive have agreed to continue to work with Surrey County Council on the tender for home based care which is being led by the Council. This has been in existence for some time now but the latest specification aims to provide greater resilience in supply as the experience over the last two years has been that not all providers have been able to develop the capacity required by health and social care.

Once the procurement identifies preferred suppliers we will bring this to the Governing Body in confidential session to agree the award of contract.

### *Health and Wellbeing Board – Update from 6<sup>th</sup> February meeting*

The focus of the meeting was on the Better Care Fund (BCF). The following points were noted:

- Further work would need to be undertaken prior to the final submission date for the BCF on 4 April 2014. The Board noted that good progress was being made.
- It was clear that some of the guidance around the Better Care Fund was unclear and would need further clarification before final submission. It was agreed that everyone should be made aware that this was a joint budget with existing funding.
- It was felt that more work needed to be done at the local level and a discussion around how the funding would be used was needed. There were existing positive relationships with providers on the local level which would be affected by the Better Care Fund plan. It was therefore essential for the Board to carefully plan its next steps going forward.
- A programme was in place with district and boroughs to ensure regular updates were taking place.
- A health and wellbeing workshop would be held on 10 March to promote the work of the Health and Wellbeing Board in Surrey.
- The Board was continuing to develop its ongoing relationship with the voluntary sector and going forward, a meeting would take place with Surrey Compact.

**Recommendation(s):** This report is advisory and I am happy to take questions from Governing Body members on any aspect of it.

**Attachments / references:** General Health and Safety Statement of Intent

### **Implications for wider governance**

**Quality and patient safety:** No specific issues

**Patient and Public Engagement:** The Executive received a report on engagement with carers.

**Equality Duty:** No specific issues

**Finance and resources:** As set out above, the Executive Committee has focused on achieving breakeven and planning for next year

**Communications Plan:** A copy of this paper is on the CCG web site.

**Legal or compliance issues:** Good health and safety practice is a legal requirement.

**Risk and Assurance:** A number of the above issues are reflected on the risk register or assurance framework

## **Health & Safety**

### **General Statement of Intent**

It is the policy of NHS Surrey Downs CCG to do all that is reasonably practicable to establish and maintain high standards of Occupational Safety, Health and Welfare within its organisation so as to reduce risk and eliminate loss to those who are employed in delivering, use, provide or come into contact in any way with its services.

Every employee is personally responsible and accountable for the successful implementation of the CCG's policy in this area, which has been approved by the Governing Body and made available to all staff.

To fulfil these responsibilities NHS Surrey Downs CCG, so far as reasonably practicable, will ensure that arrangements are in place for the following:

- The identification and effective management of significant risks associated with NHS Surrey Downs CCG activities. The CCG has a risk management framework and risks can be identified and managed through this.
- The identification and implementation of safe working practices and safe systems of work.
- The provision of safe working environments, plant, equipment and machinery.
- The safe use, handling, storage and transportation of articles and substances
- The provision of information, training and supervision to enable all employees to perform their duties safely with regard to their own health and safety as well as the safety of others who could be affected by the various activities of NHS Surrey Downs CCG.
- A safe workplace and a safe working environment with adequate welfare facilities.

- The effective monitoring of performance and commitment towards continuous improvement.

NHS Surrey Downs CCG is committed to these health, safety and welfare arrangements which will be brought to the attention of all interested parties and kept under review to ensure the safe operation of the Group.

Signed: .....

Karen Parsons, Chief Operating Officer

Date: .....

Review Date: March 2015

