

## **BNSSG Commissioning Executive Committee**

Minutes of the meeting held on 14<sup>th</sup> May 2020 at 11.45 am, CCG Conference Room, South Plaza, Bristol.

### **Minutes**

<b>Present</b>			
Kirsty	Alexander	Clinical Lead for Children's and Maternity, BNCCG CCG	KA
Peter	Brindle	Medical Director, Clinical Effectiveness, BNSSG CCG	PB
Deborah	El Sayed	Director of Transformation, BNSSG CCG	DES
Kevin	Haggerty	Clinical Commissioning Area Lead for North Somerset, BNSSG CCG	KH
Jon	Hayes (CHAIR)	Clinical Chair, BNSSG CCG	JH
David	Jarrett	Area Director for South Gloucestershire, BNSSG CCG	DJ
Michael	Jenkins	Clinical Care Pathway Lead for Integrated Care, BNSSG CCG	MJe
Lisa	Manson	Director of Commissioning, BNSSG CCG	LM
David	Peel	Clinical Corporate Lead for Planned Care, BNSSG CCG	DP
Julia	Ross	Chief Executive, BNSSG CCG	JR
David	Soodeen	Clinical Care Pathway Lead for Mental Health, BNSSG CCG	DS
Lesley	Ward	Clinical Care Pathway Lead for Unplanned Care, BNSSG CCG	LW
Alison	Wint	Clinical Care Pathway Lead for Specialised Care, BNSSG CCG	AJW
<b>Apologies</b>			
Andrew	Appleton	Corporate Clinical Lead for Digital, BNSSG CCG	AA
Sara	Blackmore	Director of Public Health, South Gloucestershire Council	SB
Alison	Bolam	Clinical Commissioning Area Lead for Bristol, BNSSG CCG	AB
Colin	Bradbury	Area Director for North Somerset, BNSSG CCG	CB
Anne	Clarke	Director for Adult Social Services, South Gloucestershire Council	AC
Jon	Evans	Clinical Commissioning Area Lead for South Gloucestershire, BNSSG CCG	JE



Geeta	Iyer	Clinical Corporate Lead for Primary Care Provider Development, BNSSG CCG	GI
Martin	Jones	Medical Director, Commissioning and Primary Care, BNSSG CCG	MJ
Shaba	Nabi	Clinical Lead, Prescribing	SN
Sheila	Smith	Director, People and Communities, North Somerset Council	SS
Sarah	Truelove	Director of Finance, BNSSG CCG	ST
<b>In attendance</b>			
Sarah	Carr	Corporate Secretary, BNSSG CCG	SC
Jacqueline	Holden	Executive PA to Director of Commissioning (Note taker), BNSSG CCG	JHo

	Item	Action																																
01	<b>Welcome and Apologies</b>																																	
02	<b>Declarations of Interest</b> Non-declared																																	
03	<b>Minutes of the meeting of 9<sup>th</sup> April 2020</b> The minutes of the previous meeting were agreed as a correct record.																																	
04	<b>Actions arising from previous meetings:</b> <table border="1" data-bbox="300 1128 858 1473"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Item</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>118</td> <td>Open</td> <td>149</td> <td>Open</td> </tr> <tr> <td>119</td> <td>Open</td> <td>150</td> <td>Open</td> </tr> <tr> <td>125</td> <td>Open</td> <td>152</td> <td>Open</td> </tr> <tr> <td>138</td> <td>Open</td> <td>160</td> <td>Open</td> </tr> <tr> <td>139</td> <td>Open</td> <td>163</td> <td>Open</td> </tr> <tr> <td>140</td> <td>Open</td> <td>164</td> <td>Open</td> </tr> <tr> <td>148</td> <td>Open</td> <td></td> <td></td> </tr> </tbody> </table>	Item	Action	Item	Action	118	Open	149	Open	119	Open	150	Open	125	Open	152	Open	138	Open	160	Open	139	Open	163	Open	140	Open	164	Open	148	Open			
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05	<b>Review of committee terms of reference</b> Sarah Carr (SC) was welcomed to the meeting to review the Commissioning Executive Committee Terms of Reference (TOR) with the committee. SC asked for any comments, whether the Committee considered that the TOR still stood or if there were any changes required for the forthcoming year of 20/21. Jon Hayes (JHa) asked members if they had any comments and changes to add. No comments or changes were made and it was agreed that the existing TOR still stood.  <b>ACTION: SC to submit the TOR to Governing Body.</b>	163																																

	Item	Action
	<b>Commissioning Executive recommended the TOR be submitted to Governing Body for approval.</b>	
06	<b>Moved to Closed session</b>	
07	<p><b>Urgent Care Activity and Performance Update</b></p> <p>Lisa Manson (LM) noted the report was for information and was happy to take questions. No questions were raised and the report was accepted.</p> <p><b>Commissioning Executive accepted the report.</b></p>	
08	<b>Item withdrawn</b>	
09	<p><b>Corporate Risk Register (CRR) and Governing Body Assurance Framework (GBAF)</b></p> <p>Sarah Car (SC) presented the CRR and GBAF to the committee updating the on the agreed risk approach used across Directorates. The consensus agreed approach undertaken on every risk held is that all risks are reviewed taking into account the impact of COVID-19 on that particular risk as opposed to holding a separate risk of COVID-19.</p> <p>Jon Hayes (JHa) asked if COVID-19 would have an impact on organisational reputation. SC advised this might be the case for some risks but that the overall risk score may not change, particularly on those risks already holding a high risk score.</p> <p>LM clarified that instead of having a risk just on COVID-19 it was about how COVID-19 would impact on services; so instead of a separate COVID-19 risk it was about identifying any further complications that COVID-19 would bring to an identified risk and the mitigations required to offset this.</p> <p>Alison Wint (AW) asked if the risk level held by Cancer now incorporated the increased risk and harm due to COVID-19. SC confirmed that this was the case and that although the overall risk level remained the same the arrow rating might change due to the COVID-19 risk and mitigations being incorporated.</p> <p>Kirsty Alexander queried how the financial risk of COVID-19 arrangements might be mitigated. LM advised it was about moving into discussion on how the financial position would be managed collectively across the system whilst noting there was a need to quantify with the Finance Directorate the CCG's mitigation and how this would be achieved.</p>	



	Item	Action
	<b>Commissioning Executive accepted the report.</b>	
10	<p><b>Any Other Business</b></p> <p>Kirsty Alexander (KA) raised a query with LM as to who was the appropriate contact to discuss financing of the FastTrack Cities HIV work project. LM confirmed this would currently be via Specialised Commissioning and would pass on the details of the relevant contact, noting that longer term it was intended to include this service within the sexual health services.</p> <p><b>ACTION: LM to provide relevant contact to KA</b></p>	164
11	<p><b>Committee Effectiveness:</b></p> <p>No issues raised.</p>	
	<p><b>Date of next meeting:</b></p> <p>Thursday, 11<sup>th</sup> June 2020 at 8.30 – 12:00pm</p>	

**Lisa Manson**

**Director of Commissioning**

**NHS Bristol, North Somerset and South Gloucestershire CCG**

