

Minutes of Investment Committee meeting held on

Thursday 20 April 2017, 11.00 – 12.30,
Room 5.4, 15 Marylebone Road

Members in attendance

Philip Young (PY)	Lay member for Audit & Governance, CWHHE CCGs (Chair) [i]
Trevor Woolley (TW)	Lay member [i]
Dominique Kleyn (DK)	Lay member, Central London CCG (by 'phone) [i]
Simon Tucker (ST)	Lay member, West London CCG (by 'phone and left after item 6) [i]
Dr Nicola Burbidge (NB)	Chair, Hounslow CCG (arrived at 11.46 – item 7 onwards)
Dr Fiona Butler (FB)	Chair, West London CCG
<u>[i] = Independent Member</u>	
Non-members in attendance	
Dr James Cavanagh (JC)	GP member, Hammersmith & Fulham CCG
Sue Jeffers (SJ)	Director of Primary Care Development
Mary Clegg (MC)	Managing Director, Hounslow CCG
Carl Goulton (CG)	Financial Improvement Director, CWHHE
Tessa Sandall (TS)	Managing Director, Ealing CCG
Simon Carney (SC)	Head of Corporate Governance, CWHHE CCGs (Secretary)
Cathy Bowyer (CB)	Corporate Governance Officer (minutes)

	Business items	Action
1.	Welcome / apologies	
	Apologies were received from: <ul style="list-style-type: none"> • Ben Westmancott; • Clare Parker; • Mohini Parmar; • Alan Hakim; and • Neville Purssell. 	
2.	Declaration of interests	
2.1	There were no other interests beyond those declared previously.	
3.	Minutes of meeting on 16 March 2016	
3.1	The minutes of the meeting held on 16 March were approved as a true and	

	<p>accurate record subject to the following amendments:</p> <ul style="list-style-type: none"> • Matters arising to reflect an explicit action for SJ under 6.3 to ensure that all 5 CCG's 2017/18 LIS to be tabled alongside an analysis of how lessons have been learned from 2016/17 including any differences in the approaches of the CCG's. • Carl Goulton job title to be changed from Deputy Chief Finance Officer, to read 'Financial Improvement Director, CWHHE'. 	SJ0064
4.	Matters arising and Action Log	
4.1	In relation to the matter of LIS review paper, SJ stated the audit by RSM had been completed and the draft audit report incorporating the management response appeared as item 6 on the agenda of this meeting.	
4.2	The outstanding actions on the log were not discussed and were deferred to the May meeting.	
5.	Hounslow PMS Review – for approval	
5.1	Mary Clegg introduced the item and informed the Committee that due to conflict of interest issues, Hounslow Governing Body had delegated the decision for approving the PMS process and outcomes for Hounslow CCG to the Investment Committee. The paper outlined the PMS review for Hounslow CCG including the services planned to be commissioned from Hounslow General Practice.	
5.2	In summary, the Investment Committee was asked to: <ol style="list-style-type: none"> 1. approve the PMS process in Hounslow; and 2. approve the principle of investment in Hounslow general practices for Cancer Screening, Saturday morning opening and Proactive Care. 	
5.3	The Committee was informed that the PMS steering group had gone through the transitions and recommended to each CCG the best route, with the decision laying with the CCG's which to follow. Hounslow CCG were taking the A Plus transition model as recommended; the other CCGs had yet to decide.	
5.4	MC reported that the Finance and Performance Committee, constituted with conflicted members recused, in line with its terms of reference, had agreed the affordability of the proposals. However, since then, the position on the 'forward view' funding had reduced and required looking at again. The Committee was pleased to learn that the F&P's revised ToRs allowed for such management of conflicts of interest whilst remaining quorate and asked that the provision be considered for use in the other CCGs' equivalent committees.	SC0066
5.5	In response to the Committee's queries regarding steps to ensure common methodologies and pricing across the CWHHE CCGs, the Committee was informed a meeting would be held on 5 th May to determine this approach. However, all pricing proposals were in line with previous PMS proposals and principles.	
5.6	It was agreed that a governance route for PMS reviews at CCGs would be reviewed and discussed by CWHHE Governance and the Director of Primary Care Development and circulated to all interested parties as guidance.	SC / SJ0065
5.7	The Committee agreed its support for the key items highlighted in the PMS	

5.8	<p>Review paper in relation to Cancer Screening, Saturday morning opening and Proactive Care and noted the pricing was consistent with current structures and other commissioned services.</p> <p>The Committee agreed the PMS investment, subject to Hounslow CCG's Finance and Performance Committee's confirmation of affordability to the Investment Committee's Chair.</p>	PY0067
6.	Local Investment Schemes – RSM Draft Advisory Report and Management Response	
6.1	The Committee was asked to note the draft RSM report on the 2016/17 LIS and also the management actions required, with particular regard to learning for and development of the 2017/18 LIS schemes for each CCG.	
6.2	<p>In discussion, the Committee reiterated its views that:</p> <ul style="list-style-type: none"> • the objectives would benefit in being smarter with clearer deliverable targets; and • the targets set in 2016/17 LIS required clarity as well as the deliverability. 	
6.3	The Committee noted that an outstanding action for management was to carry out a value for money exercise and that would have had significant benefits to the Committee's considerations of the 2017/18 proposals had it been undertaken in the preceding Autumn.	
6.4	It was imperative, therefore, that the CCGs' 2017/18 LIS proposals should be presented at this Committee in May alongside the outcome of the review which should also set out the effectiveness of each main element of the LIS in achieving, year-on-year, the incentivised objectives sought, using consistent and robust underlying principles to guide the review.	
6.5	The Committee agreed that it would be beneficial for the 2017/18 proposals to be shared with the Committee as early as possible in advance of the May meeting, with the lessons learned from the RSM report suitably reflected.	SJ
7.	Out of Hospital Services	
7.1	<ol style="list-style-type: none"> 1) Draft Internal Audit Report (to note); 2) update on Q3 (for info); 3) next steps on 2018/19 Contracting options; 4) Diabetes Targets 2017/18 (for approval); 5) Care Planning changes for 2017/18 (for approval); and 6) Proposed Terms of Reference for OOHS Steering Group (for information and comment) 	
7.2	The Committee was concerned to learn that three GP practice contracts had not been signed by the CCG with eleven contracts not scanned onto the WHYSE system. Sue Jeffers explained that these issues were administrative issues surrounding the database and had been resolved in full.	
7.3	Funding which had already been released to GP providers for target performance was discussed and the question was raised regarding claw-back of the payments where targets had not been achieved. All agreed that it would be better to have the service delivered rather than the funds returned. In response, Dr James	SJ0068

	<p>Cavanagh stated there was re-energising being done through GP Federations regarding OOH services in efforts to achieve the targets; although it was noted that so far, WL GP Federation had not viewed the OOH services experience as positive, due to complicated administration. A six month review and simpler templates had been produced in attempts to simplify the process. The Committee noted a full 2016/17 activity report for CWHHE CCG's OOHS would return to this committee in May 2017.</p>	SJ0069
7.4	<p>The diabetes targets for 2017/18 were presented for approval; the Committee were informed the clinical leads had met to review historic data and as a result propose the changes shown in this paper. The matter of whether the targets could be a bit more ambitious was raised.</p>	
7.5	<p>The committee agreed to delegate the approval to the Chair, following a further review of the targets with the clinical leads, Sue Jeffers and Dr Nicola Burbidge would lead the required engagement.</p>	SJ / NB 0070
7.6	<p>Regarding care planning, case minding and case management, the Committee was asked to note the proposed changes in patient cohort following national negotiations on GMS contracts for 2017/18; in particular, the ending of the Unplanned Admissions DES, and its focus on the 0-2% most frail. In the negotiations, the funding was moved into the GP baseline for those patients.</p>	
7.7	<p>Originally, 3-4% funding was provided by CCGs and in light of the above, the Steering Group agreed that from April 2017 onwards, the funding would be moved from those patients who appeared in 3-4%, into the 0-2% frailest in order to provide sufficient care. It was mentioned that in many cases, the proactive care element of the PMS review would pick up the 3-4% originally funded by CCG's.</p>	
7.8	<p>The Committee agreed that noting a minor level of overlap regarding the 0-2% patient cohort, the agreement to fund would be based on affordability in each CCG.</p>	
7.9	<p>The Committee was asked to review and agree the revised terms of reference of the OOHS Programme Steering Group, including making recommendations to the Investment Committee ahead of CCG ratification. Additionally, in relation to the Investment Committee taking decisions of a financial impact, this has been strengthened.</p>	
7.10	<p>The Committee agreed the revised OOH Steering Group Terms of Reference, with an amendment to change the format and show job titles/roles rather than names first due to the natural transition of staff members.</p>	SJ0071
7.11	<p>Regarding the commissioning and contracting of OOH services from 2018/19 onwards, the Committee noted the options would be tabled at May's Committee meeting for agreement and that any decision future contracting of services was required by 30th of September at the latest.</p>	
8.	Any Other Business	
8.1	There was no other business.	