

**MINUTES**

**COMMISSIONING PARTNERSHIP BOARD**

**Date:** 14<sup>th</sup> July 2017

**Time:** 9.30am

**Venue:** Nightingale, 2<sup>nd</sup> Floor, St Peters House

**Present:**

<b>Wirin Bhatiani</b>	Chair, Bolton CCG (WB)
<b>Linda Thomas</b>	Deputy Leader of the Council, Bolton Council (LT)
<b>Melissa Laskey</b>	Director of Service Transformation, Bolton CCG (ML)
<b>Kelly Knowles</b>	Associate Director - Strategic Financial Planning, Bolton CCG (KK)
<b>Barry Silvert</b>	Clinical Director, Commissioning, Bolton CCG (BS)
<b>Adrian Crook</b>	Assistant Director of Children and Adult Services (AC)
<b>Lynda Helsby</b>	Associate Director, Primary Care and Health Improvement, Bolton CCG (LH)
<b>David Herne</b>	Director of Public Health, Bolton Council (DH)

**In attendance:**

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**Minutes by:**

<b>Joanne Meaney</b>	<b>Personal Assistant to Chair and Chief Officer</b>
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	Topic	
<b><u>1</u></b>	<b><u>Apologies for absence</u></b> Apologies for absence were received from: Annette Walker, Lisa Butcher, John Daly	
<b><u>2</u></b>	<b><u>Declarations of Interest</u></b> None declared	
<b><u>3</u></b>	<b><u>Minutes of the previous meeting held on 16<sup>th</sup> June 2017</u></b> <b>The minutes were approved as a correct record.</b>  <u>Actions</u> <ul style="list-style-type: none"> <li>- <u>Information Sharing Agreement</u> - an email update regarding practice sign up has been cascaded to members by LH and there is a plan in place to engage all outstanding practices through the GP event;</li> <li>- <u>Staying Well</u> – the data sharing agreement is with the Council IG Department for sign off;</li> <li>- <u>Carers</u> – progress has been made in relation to collection of information. An information sharing agreement may be required as the Council have not consistently collected the GP or NHS number;</li> <li>- <u>Bolton Care Record business case</u> – ML reported that she had fed back the outcome of the discussion on funding from the last CPB to Jackie Murray and Grace Birch. Identification of funding is still required and it was recognised that this could be part of the ask to GM Digital Fund. Following discussion it was proposed to potentially look to share the risk/cost as a partnership [CCG/FT/LA]. This action will be taken to the next Bolton Partners IM&amp;T Strategy Delivery</li> </ul>	

	<p>Group meeting for discussion.</p> <ul style="list-style-type: none"> <li>- <u>Delayed Transfers Of Care</u> – Discussion at the next Urgent and Emergency Care Board for system-wide agreement to which bed delays should be included and what the impact on performance would be [bearing in mind the national conditions for iBCF]</li> </ul>	<b><u>AC/WB</u></b>
<b><u>4</u></b>	<p><b><u>Finance update</u></b></p> <p>The paper provided an update on the high level plans and forecast spend. The budgets have been aligned and there is no forecast slippage. KK proposed that a ‘deep dive’ into each category area will provide more information and it was agreed to receive one at each meeting going forward.</p> <p>It was agreed that INT would be the first category</p>	<b><u>KK</u></b>
<b><u>5</u></b>	<p><b><u>Performance update and risk log</u></b></p> <ul style="list-style-type: none"> <li>- Members recognised that there is a lot of good news in relation to performance</li> <li>- A&amp;E pressures continue with ongoing workforce issues</li> <li>- INT and AAT referrals were noted to be under the expected levels</li> <li>- DTOC - ML reported that this figure will be consistently reported from next month, taking into account the discussion at the July Urgent and Emergency Care Board</li> </ul> <p><b>Noted</b></p>	
<b><u>6</u></b>	<p><b><u>INT Dashboard/IT Requirements</u></b></p> <p>Members noted the integrated neighbourhood team performance dashboard.</p> <p>Feedback from the recent workshop will be given at the next meeting by Lyndsey Darley.</p> <p><b>Noted</b></p>	
<b><u>7</u></b>	<p><b><u>iBCF Proposals</u></b></p> <p>The report outlined the proposals for the allocation of the Improved Better Care Fund (iBCF) and detailed (at appendix 1) the proposed areas of spend from the pooled budget.</p> <p>The required governance for this proposal is through the Executive Cabinet for formal ratification.</p> <p><b>The Board noted the paper and supported the proposal</b></p>	
<b><u>8</u></b>	<p><b><u>Proposed Use of i-BCF Monies for Frailty Assessment at the front door of A&amp;E</u></b></p> <p>The report updated members on a paper previously tabled in relation to a frailty model at the front door of the ED. This will form part of the AAT service. It is intended to be funded non recurrently from iBCF monies and will be supported by an expansion of the current Age UK ‘Home from Hospital’ service.</p> <p>It was recognised that there is more work to be done with the provider to determine the detailed operational model and to ensure that the service will be fully merged with the existing AA Team within 18 months.</p> <p><b>Members supported the paper</b></p>	
<b><u>9</u></b>	<p><b><u>Complex Needs Service</u></b></p> <p>The paper gives formal notification to the Board in relation to seeking approval from the Executive Cabinet member to novate the contracts that</p>	

	<p>the Council hold with Lifeline Project to CGL, for the same value, to ensure that the substance misuse services and complex lifestyles service continue to be delivered as it is expected that Lifeline will cease trading on 31.5.17.</p> <p><b>The Board accepted the formal notification</b></p>	
<b>10</b>	<p><b><u>Short term care (Respite) beds</u></b>  The report received for information, as this is part of EoL strategy within the Locality Plan, which outlines the procurement via a block contract of 8 beds of short term care for people in receipt of social care.</p> <p><b>Members noted the report</b></p>	
<b>11</b>	<p><b><u>Independent Living : funded from pool</u></b>  - <b><u>Minor housing adaptations</u></b>  The report outlined the framework agreement to tender for an external contractor to provide minor housing adaptations from October 2017 for people who require which is accessible through the independent living service and delegate the contract award to the Director of People.</p> <p><b>The Board supported the framework agreement and approved delegated authority to the Director of People</b></p> <p>- <b><u>Minor aids and adaptations</u></b>  The report outlined the framework agreement to tender for an installation, maintenance and servicing contract for all free standing and fixed hoists and beds owned by the Council and loaned to customers for use within their homes and delegate the contract award to the Director of People.</p> <p><b>The Board supported the framework agreement and approved delegated authority to the Director of People</b></p>	
<b>12</b>	<p><b><u>Locality Plan update</u></b>  ML reported that the Fracture liaison service was approved at System Sustainability and Transformation Board.  The Investment agreement has been finalised and will be formally signed off between the Locality and GM Health and Social Care Partnership.  The recent Assurance meeting with GM was positive.</p> <p><b>Noted</b></p>	
<b>13</b>	<p><b><u>Where next for this Board</u></b>  General discussion took place. The outcome of the King's Fund is the agreement that commissioning functions for the CCG and Council should be aligned. Members recognised the need to expand the pooled budget and work at an Executive level is progressing to develop a plan.</p> <p>WB requested that the Council attend the September CCG Board Development session to give an update on decision making processes within their organisations.  It was recognised that Bolton can learn from the other GM localities in terms of the development of integrated commissioning and local care models.</p> <p><b>Noted</b></p>	
<b>14</b>	<p><b><u>Any Other Business</u></b>  There was no other business</p>	

<b><u>15</u></b>	<b><u>Items for next meeting –</u></b> -	
<b><u>16</u></b>	<b><u>Time and date of next meeting</u></b> A number of apologies were offered for the August meeting due to annual leave and it was therefore agreed to cancelled the scheduled meeting on Friday 25 <sup>th</sup> August 2017 and revert to the next date of 8 <sup>th</sup> September 2017 at 9.30am in John Daly's office at the Town Hall	<b><u>All</u></b>