

**NHS Devon Governing Body Meeting  
APPROVED minutes held in PUBLIC**

Date: 01 July 2021

Time: 14:00 – 15:30 Location: Via Microsoft Teams

| Item | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Action |
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| 1    | <p>These minutes are a precis of the meeting which was streamed live. If you would like to view the recording of this meeting please click <a href="#">here</a>.</p> <p>The chair welcomed everyone to the meeting and gave a warm welcome to Helen Hamilton, Claire Higdon and Darin Halifax guest speakers.</p> <p><b>Patient experience</b><br/>Helen Hamilton (HH), Community Builder – South Hams Area Wellbeing (<a href="#">SHAW</a>) was this month's guest speaker and she described this community interest company, which was a not for profit organisation that aims to support local individuals own wellbeing, The company is made up of 8 voluntary trustees and is based in Kingsbridge South Devon.</p> <p>HH added that the South Hams areas relies on tourism and pointed at that this area has poor transport links and a higher than average older population and that SHAW is improving wellbeing in this area in supporting the community to help themselves.</p> <p>HH talked about social prescribing link workers and their engagement with individuals who had been referred by GPs. Personal connections have been developed to support resilience and wellbeing. HH read out a quote from an individual who had been supported by a social prescriber who helped them.</p> <p>She described her role as a community builder, and she explained the asset-based community development approach which works by identifying strength's in place and further developing the community spirit. She talked about the approach to work during the pandemic including the delivery of food packages, newsletters, and the roll out of a 10-week wellbeing programme and secured funding from active Devon supplying free activities to the community.</p> <p>HH pointed out the main barrier in moving forward with the SHAW project was funding and JWo added that there were similar challenges in North Devon. He felt that personal stories are powerful evidence metrics and that the NHS should further explore doing more health promotion and community-based initiatives. He congratulated HH on her work to date and encouraged her to continue with this.</p> <p>JW referred to an alliance for smaller voluntary care social enterprise (VCSE) organisations to put forward bids for fund and mentioned '<a href="#">a doddle</a>' which was a useful community mapping tool.</p> |        |

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|   | <p>DSL thanked HH for her presentation and the fantastic work being undertaken and added that it was important that the system fund modern public health across Devon. DSL informed the members that a paper would be presented to the Integrated Care system (ICS) Partnership Board next week to discuss how we fund this community work across the system in the future.</p> <p><b>The Governing Body received and noted this update.</b></p> <p><i>Helen Hamilton and Darin Halifax left the meeting.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| 2 | <p><b>Welcome and Apologies</b><br/>NB welcomed everyone to the business section of the meeting, and the following apologies were recorded for:</p> <p>Jane Milligan<br/>Judy Hargadon<br/>Charlotte Burrows<br/>John Finn – Fiona Peck in attendance as deputy<br/>Lincoln Sargeant<br/>Gaynor Appleby</p> <p>Dr Elisabeth McElderry submitted the following question in advance of the meeting as follows:</p> <p>"General Practitioners, with their wide-ranging training and experience, can provide a speedy and expert one-stop assessment of patients. Noting the shortage of GPs, the worrying out-of-hours situation in Devon, the increasing use of Paramedics, and the Regional push for more and advanced Paramedic training and employment in the community, is it the intention of the ICS, with maybe pressure from NHS England, that all outside hospital and GP Health Centre patient encounters through 24 hours will be staffed by Paramedics, NHS or otherwise ? "</p> <p>JT, director of commissioning, out of hospital, explained the reimbursement scheme for primary care to employ paramedics in some areas which has been helpful and supportive in triaging patients.</p> <p>She added that we are working closely with our ambulance provider to ensure we do not destabilise the market and that we are considering rotational posts to add to the workforce we already have in place. We will also be encouraging people to come into Devon to work and encouraging people to stay in post.</p> |  |
| 3 | <p><b>Register of Interest (ROI)</b><br/>There were no amendments or new declarations made.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| 4 | <p><b>Minutes of the last meeting</b><br/>NB led a page-by-page review of the minutes of the last meeting held on 27 May 2021. These were approved as a true and accurate record of the meeting.</p> <p><b>Action Log</b></p> <ol style="list-style-type: none"> <li>1. The Governing Body noted the open action regarding feedback and learning from the patient experience/ story for the volunteer's vaccination programme and NB confirmed he had further contact with Neomi Alam.</li> <li>2. This action was in progress</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |

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|   | <b>New action to be opened feedback and learning from the patient experience/ story re volunteers for the vaccination programme.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| 5 | <b>Schedule of what the Governing Body is to achieve</b><br>NB drew the members attention to the main items of focus for this meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| 6 | <p><b>Chair's report</b><br/>PJ did not propose to go into his report in detail but added thanks to NB for stepping in as vice chair and taking on additional Governing Body commitments.</p> <p>PJ mention the continued work on developing clinical leadership for the integrated care system (ICS) based on learning from the past 8-9 years and that this learning will be incorporated into future models</p> <p>PJ also gave thanks and gratitude to Rob Dyer for all his hard work and achievements during his time in the NHS.</p> <p><b>The Governing Body received and noted the contents of the Chair's report.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| 7 | <p><b>Accountable officer's report</b><br/>ST presented this report in the absence of Jane Milligan and did not propose to go into detail.</p> <p>He highlighted the new secretary of state who would be reviewing the ICS bill, which may result in a slight delay in this being presented to the house of commons, but it was hoped this would be in the next couple of weeks.</p> <p>NB asked to formally record our thanks to Matt Hancock for his work, as secretary of state over the past two and half years.</p> <p><b>The Governing Body received and noted the contents of the Accountable Officer's report.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| 8 | <p><b>Pathology Collaboration Agreement</b><br/><i>Claire Higdon joined the meeting</i></p> <p>CH referred to the paper in the pack detailing the ongoing network development and ambition. This collaboration has now achieved agreement of five trusts working together in a more formal arrangement with regards to clinical effectiveness and quality. There is a focus on consistent pathology pathways wherever possible and consolidation of tests for patients and use of equipment.</p> <p>There was focus during the pandemic in how they could make roles more visible and aspiration for pathology to be more effective in the use of the current workforce.</p> <p>CH explained the agreed governance process which reports into the peninsula partnership board and two subgroups such as clinical effectiveness and operational.</p> <p>SK asked about the alignment of alliance groups and CH acknowledged this had been challenging and described the reporting mechanism.</p> <p>DSL queried performance measures and CH confirmed that a framework is being developed to improve and monitor performance and welcomed contributions as to how</p> |  |

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|   | <p>we could measure transaction implementation in line with NICE guidance. CH added that each of the 5 laboratories are keen to ensure that quality is at the centre of everything, and accreditation goes with that through the UCAS system.</p> <p>NK wondered if the clinical effectiveness groups was fit for purpose for the ICS structure, and how quickly could the Peninsula move from level 1 to 2 or 3 with collaboration agreement. PJ explained the effectiveness governance arrangements and decision making and noted the escalation route would likely be through the clinical cabinet and this was to be confirmed. it was noted that the ambition and direction of travel was to move to level 2 and 3.</p> <p>NB acknowledged that level 1 had been reached.</p> <p><b>The Governing Body</b></p> <ul style="list-style-type: none"> <li>• <b>Noted the ambition for Pathology Network development including the Network Boards' approval of the Collaboration Agreement.</b></li> </ul> <p><i>Claire Higdon left the meeting.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| 9 | <p><b>Mental Health, Learning Disabilities and Autism Care Partnership Update Report.</b> JT drew the members attention to the paper included in the board pack. She explained that the mental health executive group led by Melanie Walker as senior responsible officer (SRO for the ICS) and CEO of Devon Partnership Trust (DPT) had met for the second time and that there were five workstreams developing workplans that will be aligned to the Long-Term Plan (LTP).</p> <p>This group and membership was in the infancy stages and would be reviewed as work progresses to ensure it works efficiently and effectively.</p> <p>Gath commented that the issue of waiting lists for autism and speech and language therapy assessments had been raised at the Quality Committee and she asked what group would be focusing on these issues. JT explained the reporting mechanism which would be through the mental health partnership board. JT added that the regional NHSE/I team had given praise with regards to the focus on autism in the Long-Term Plan and that reports on progress will be developed.</p> <p>SK pointed out that the major work programme areas of urgent and crisis care and services relating to dementia had not been included in the report. JT acknowledged the detail was missing but gave assurance that all workstreams are reporting through and this service was being thoroughly reviewed. She described the crisis café which was to support children and adults in the system and that this dementia review was being led by the local authority.</p> <p>DSL asked if we are co-designing with people who have lived experience and JT advised this was part of the mental health learning disability care partnership (MHLD) group and this is being developed alongside the strategy and mental health service framework.</p> <p>DSL made a request for consideration given to the language used to describe accessibility for those people who have not produced the documentation and JT made a commitment this would be reviewed and thanked DSL for her helpful comments.</p> <p>DG requested that the issue of GP referrals returned without assessment be explored as to a better way of dealing with these such as a pre-referral triage or other alternatives. JT agreed that working together with the community mental health framework should help towards solving these such issues for primary and secondary care.</p> |  |

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|    | <p>SK asked about the locality programmes of work and JT replied that she was confidence these would be aligned overall with the partnership group and described how this would work.</p> <p>PJ referred to the returned referrals and felt that we need to be more creative to ensure patients needs are met and to use other opportunities other than the more traditional approach. SMC made a plea for providers to share patient notes as often it was difficult to make an assessment and meaningful response with all the supporting information, and it was acknowledged there was more work to be done in all areas.</p> <p>JWo indicated that community initiatives such as the guest speaker explained earlier in the meeting would help towards solving problems and JT responded to say that the VCSE specific funding for the voluntary sector alliance contract would help the offer and this work is part of a national programme.</p> <p>SK shared a good news story holistic offer and suggested that we should open our eyes to alternative approaches.</p> <p><b>The Governing Body:</b></p> <ul style="list-style-type: none"> <li>• <b>Received and noted the contents of the Mental Health, Learning Disabilities and Autism Care Partnership Update Report.</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| 10 | <p><b>Local care partnership reports</b></p> <p><u>Northern</u></p> <p>There was nothing further to add to this report. JWo did highlight the lose of funding for flow coordinators and community developers and that top down support from the NHS was needed to support these such projects. ST confirmed the significant funding allocation for prevention schemes which was not being held back and encouraged our system partners to also allocate monies to these such schemes.</p> <p>GT referred to the closure of minor injury units (MIUs) detailed in the report. JWo advised this was a planned temporary closure caused due to a staffing crisis whereby we did not have sufficient staff to lead the service safely. There was now a challenge to reopen, and a community based local enhanced services (LES) was providing a similar function model for urgent care system for the whole of Devon.</p> <p><u>Eastern</u></p> <p>There was nothing further to add to this report, but SK added there was good work being done by the delivery group focusing on five themes, such as prevention and loneliness.</p> <p>GAth queried the information governance barrier relating to population health management which was disappointing. There was assurance given that this was being progressed rapidly over the coming weeks. JT advised that she was working with the digital lead for the ICS to support the two data protection officers.</p> <p>PJ explained that although these two officers weren't directly employed by the CCG, they were acting on behalf of our GP member practices making sure data sharing agreements meet requirements. We are continuing to work with them to agree a proposed robust data protection to allow the population health management work to continue and there was optimism this would happen.</p> <p>GT drew attention to the Hub at Budleigh which had been re-branded to Seachange and a detailed review for future potential of the Hub. SK explained that they were looking to</p> |  |

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|    | <p>work in a different sustainable way as well as a route to resolving funding issues. SK offered to share the detailed review with the Governing Body. <i>Post meeting update this report was circulated by NC.</i></p> <p><u>Southern</u><br/>DG taken report as read but drew attention to the negative and positive situations with emergency care.</p> <p><u>Western</u><br/>There was nothing further to add to this report. This report was like Plymouths report as they are working closely together. One of the key risks to highlight was workforce.</p> <p>Plymouth<br/>There was nothing further to add to this report.</p> <p><b>The Governing Body received and noted the contents</b></p> |  |
| 11 | <p><b>Assurance committee chair's reports</b></p> <p><u>Finance</u><br/>There was nothing further to add to this report. GT emphasised the recommendation that a presentation will be delivered to the Governing Body on 29 July with regards to the H2 2020/21 system funding envelope.</p> <p><u>Primary Care</u><br/>There was nothing further to add to this report.</p> <p><u>Commissioning</u><br/>There was nothing further to add to this report.</p> <p><u>Quality Assurance</u><br/>There was nothing further to add to this report. GATH referred to the issues raised at an earlier meeting of the Governing Body and the impact on elective surgery community.</p>                           |  |
| 12 | <p><b>Reflections:</b><br/>This item was not discussed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| 13 | <p><b>Any other business</b><br/>No other items of business were discussed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| 14 | <b>The meeting closed at 15:30</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |

| <b>Attendees</b> (attended** / apologies <sup>A</sup> ) |                                                                                                                            |
|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <i>Name and initials</i>                                | <i>Title and organisation</i>                                                                                              |
| Alison Davis (AD) **                                    | Associate Non-Executive Director, Devon CCG                                                                                |
| Andrew Millward (AM) **                                 | Devon System Lead Director of Communications and Engagement; and Director of Communications and Human Resources, Devon CCG |
| Charlotte Burrows (CB) <sup>A</sup>                     | Non-Executive Director/ Lay Member – Patient Public Involvement, Devon CCG                                                 |
| Darryn Allcorn (DA) **                                  | Chief Nurse, NHS Devon CCG                                                                                                 |
| David Greenwell – Dr (DG) **                            | Clinical Lead Representative, Southern Locality, Devon CCG                                                                 |
| Ginny Snaith (GS) **                                    | Board Secretary, Devon CCG                                                                                                 |

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| Gaynor Appleby (GApp) <sup>A</sup>                   | Non-Executive Director/ Lay Member – Allied Health Professional, Devon CCG                                      |
| Glynnis Atherton (GATH) <sup>**</sup>                | Non-Executive Director/ Lay Member – Quality Assurance of Services, Devon CCG                                   |
| Graham Turner (GT) <sup>**</sup>                     | Non-Executive/ Lay Member – Finance and Remuneration, Devon CCG                                                 |
| James Wooldridge (JW) <sup>**</sup>                  | Associate Non-Executive Director, Devon CCG                                                                     |
| Jane Milligan (JM) <sup>A</sup>                      | Chief Executive of the Integrated Care System for Devon (ICSD) and NHS Devon Clinical Commissioning Group (CCG) |
| John Dowell (JD) <sup>A</sup>                        | Chief Finance Officer, Devon CCG                                                                                |
| John Finn (JF) <sup>A</sup>                          | Interim Director of Commissioning – in hospital, Devon CCG                                                      |
| John Womersley – Dr (JWo) <sup>**</sup>              | Clinical Lead Representative, Northern Locality Devon CCG                                                       |
| Jo Turl (JT) <sup>**</sup>                           | Director of Commissioning - out of hospital, Devon CCG                                                          |
| Judith Hargadon (JH) <sup>A</sup>                    | Non-Executive Director/ Lay Member – Primary Care                                                               |
| Lincoln Sargeant (LS) <sup>A</sup>                   | Director of Public Health, Torbay Council                                                                       |
| Matt Fox (MF) <sup>A</sup> (in absence of DG)        | Clinical Representative, Southern Locality, Devon CCG                                                           |
| Nick Ball (NB) <b>Vice Chair</b> <sup>**</sup>       | Non-Executive/ Lay Member – Financial Management and Audit, Devon CCG                                           |
| Nick Kennedy – Dr (NK) <sup>**</sup>                 | Secondary Care Doctor, Devon CCG                                                                                |
| Paul Johnson – Dr (PJ) <b>Chair</b> <sup>**</sup>    | Clinical Chair, Devon CCG                                                                                       |
| Penny Harris – (PH) <sup>**</sup>                    | Director of Commissioning in hospital, Devon CCG                                                                |
| Ruth Harrell - Dr (RH) <sup>**</sup>                 | Director of Public Health, Plymouth City Council                                                                |
| Simon Kerr – Dr (SK) <sup>**</sup>                   | Clinical Lead Representative, Eastern Locality, Devon CCG                                                       |
| Sheila Roberts (SR) <sup>**</sup>                    | Interim Chief Operating Officer, Devon CCG                                                                      |
| Shelagh McCormick – Dr (SMc) <sup>**</sup>           | Clinical Lead Representative, Western Locality, Devon CCG                                                       |
| Simon Tapley (ST) <sup>**</sup>                      | Interim Accountable Officer, Devon CCG                                                                          |
| Steve Brown (SB) <sup>**</sup>                       | Director of Public Health, Devon County Council                                                                 |
| <b>In Attendance</b>                                 |                                                                                                                 |
| Nikki Coombes (NC) <sup>**</sup> <b>Minute Taker</b> | Executive Assistant, Devon CCG                                                                                  |
| Dame Suzi Leather (DSL) <sup>**</sup>                | Chair of the Integrated Care System for Devon (ICSD)                                                            |
| Fiona Peck (FP) <sup>**</sup> - (for John Finn)      | Interim Deputy Director in Hospital Commissioning                                                               |
| Helen Hamilton (HH) <sup>**</sup> <b>item 1</b>      | Community Builder – South Hams Area Wellbeing                                                                   |
| Darin Halifax (DH) <sup>**</sup> <b>item 1</b>       | ICS Lead for the Voluntary, Community and Social Enterprise Integrated Care System for Devon (ICSD)             |
| Clare Higdon (CH) <sup>**</sup> <b>item 8</b>        | Testing Strategist / Strategic Planning Consultant, University Hospitals Plymouth (UHP)                         |
|                                                      |                                                                                                                 |
| Minutes approved                                     | Date: 29 July 2021                                                                                              |
|                                                      | Signed by chair: Nick Ball                                                                                      |