



NHS County Durham and Darlington

INTEGRATED BUSINESS BOARD

Tuesday 26 January 2010

Item No: IBB/10/04

NHS COUNTY DURHAM AND DARLINGTON INTEGRATED BUSINESS BOARD

Thursday 17 December 2009

11.00 am - 5.00 pm

Hardwick Hall, Sedgfield

Unconfirmed Notes

Present:	Ann Calman	Chair, NHS County Durham (Chair)
	Ken Greenfield	Chair, NHS Darlington
	Malcolm Cook	Non-executive Director, NHS County Durham
	Annie Dolphin	Non-executive Director, NHS County Durham
	Brian Ebbatson	Non-executive Director, NHS County Durham
	Jenny Flynn	Non-executive Director, NHS County Durham
	Bunny Forsythe	Non-executive Director, NHS Darlington
	Linda Marks	Non-executive Director, NHS Darlington
	Sandra Pollard	Non-executive Director, NHS Darlington
	Jim Smith	Non-executive Director, NHS County Durham
	Keith Tallintire	Non-executive Director, NHS County Durham
	Yasmin Chaudhry	Chief Executive
	David Gallagher	Director of Partnerships and Services
	Amanda Hume	Director of Delivery and Performance
	Pat Keane	Director of Strategy and Involvement
	Brian Key	NE Director of Commissioning Mental Health and Learning Disabilities and Offender Health
	Anna Lynch	Acting Director of Public Health (arrived at lunchtime)
	June Tulley	Director of Innovation and Development
	Cameron Ward	Chief Operating Officer

In attendance:

Kirstie Atkinson	Complaints Manager (item 41)
Karen Conway	Senior Corporate Governance and Risk Manager (item 39)
Debbie Edwards	Assistant Director of Strategic Projects and Developments (item 36)

Elizabeth Graham Director of Nursing and Clinical Quality
 Richard Henderson Head of Finance (item 36)
 Theresa Huddart Company Secretary
 Katharine Humby Patient Advice and Liaison Services Manager (item 40)
 Amanda Million Executive Support Officer (Minutes)
 Ian Rooney Head of Estates (item 36)
 Dinah Roy PBC Chair, Sedgefield (arrived at 11.15 am)
 Janet Walker Executive Assistant to the Chair (observing)

		Action
IBB/09/28	<p>Apologies for absence</p> <p>Pat Taylor, Anna Lynch (arrived later in the meeting)</p> <p>Ann Calman thanked Cameron Ward on behalf of the organisation for all the work he had done for NHS County Durham and for his adaptability and positive approach. On behalf of the board Ann Calman wished him well in his new post as Chief Executive of NHS Barnet.</p>	
IBB/09/29	<p>Declarations of Interest</p> <p>Bunny Forsythe declared an interest in items 38 and 42. Although those were already public documents the integrated business board (IBB) had been asked for advice. Ann Calman confirmed that if the paper was for information only Bunny could remain in attendance otherwise she would need to leave the meeting. The two items were confirmed as being for information only so Bunny would remain in the meeting for the discussion.</p> <p>David Gallagher declared an interest in item 36 as he was patient of one of the practices involved.</p>	
IBB/09/30	<p>Identification of any other business items</p> <p>Amanda Hume requested winter surge assurance.</p>	
IBB/09/31	<p>Minutes of the meeting held on 5 November 2009</p> <p>The minutes were agreed as a correct record.</p>	

<p>IBB/09/32</p>	<p>Matters arising from the minutes of the meeting held on 5 November 2009</p> <p>Item 15, Refresh of strategic plan Pat Keane asked the board to note that we are working with McKinsey refresh the strategic plan. McKinsey are also working with other PCTs in the other clusters. Ann Calman said the non-executive directors had received an update on the refresh of the strategic plan at a pre-board meeting.</p> <p>Item 21, Annual Operational Plan 2009/10 The framework was released on 16 December 2009. Pat Keane would present a paper to a future integrated business board (IBB) meeting on this item.</p> <p>Ann Calman asked that executive summaries were produced for non-executive directors for documents such as these. Pat Keane agreed to circulate an executive summary.</p>	<p>PK</p>
<p>IBB/09/33</p>	<p>Action Log</p> <p>Dinah Roy arrived at the meeting at 11.15 am.</p> <p>The action log was updated.</p>	
	<p><u>STRATEGY</u></p>	
<p>IBB/09/34</p>	<p>Strategic Refresh Update - including Alignment to Joint Strategic Needs Assessment (JSNA) <i>Director of Strategy and Involvement, Pat Keane</i> <i>Acting Director of Public Health, Anna Lynch</i></p> <p>Pat Keane circulated a copy of a presentation on the JSNA. Miriam Davidson gave a presentation on the Darlington JSNA.</p> <p>JSNA Darlington - Miriam outlined that the JSNA refresh would not be done year on year. Changes however, would be tracked year on year and a full refresh of the Darlington JSNA would be carried out in 2010. The rise in the ageing population would be a main theme. The refresh of the JSNA would not be a total rewrite but any changes would be identified in a different colour. The document would be available on the internet.</p> <p>Brian Ebbatson queried the figures for school performance and felt the report should state 60% rather than 100% compliance. Ken Greenfield asked if the highest performing schools were private</p>	

	<p>schools but they were confirmed to public schools.</p> <p>A copy of the presentation, the JSNA and the strategic plan were available for the board on request.</p>	
IBB/09/35	<p>Criteria and Prioritisation Tool <i>Director of Strategy and Involvement, Pat Keane</i></p> <p>Report received and presented by Pat Keane.</p> <p>The paper set out the criteria, which formed the basis of the prioritisation tool for use by NHS County Durham and Darlington. The paper had been previously discussed at an integrated business board seminar on 8 December 2009.</p> <p>Malcolm Cook confirmed that discussion at the seminar had covered how robust the tool was and the board had received assurance that it had been tested. He was however, concerned that testing of the tool needed to be continued to avoid making wrong decisions. Pat Keane reassured the board that the tool would be reviewed continually throughout its use.</p> <p>The report indicated that the main purpose for the tool was for world class commissioning (WCC). However, the board felt that the driving reason was to ensure money was spent in the best possible way. Pat Keane agreed to change the wording in the report to reflect the comments.</p> <p>The IBB</p> <ul style="list-style-type: none"> • noted and supported the methodology used to determine the criteria and prioritisation tool, • noted and supported the stakeholder criteria, • noted and supporting the scoring system to be used for the prioritisation tool, • agreed to the use of the tool with monitoring as described above. 	PK
IBB/09/36	<p>St John's Primary Care Centre LIFT Stage One Approval Outline Business Case <i>Director or Partnerships and Strategies, David Gallagher</i></p> <p>Report received and presented by David Gallagher, Ian Rooney, Richard Henderson and Debbie Edwards. David Gallagher explained that a copy of the appendices had been brought to the meeting if members wished to view those.</p>	

St John's Square primary care centre, Seaham, was a scheme being developed by NHS County Durham (NHSCD) in conjunction with Care Partnerships 25 Ltd under the NHSCD local improvement financial trust (LIFT) project. The Seaham scheme was originally instigated by Easington Primary Care Trust and responsibility for it passed to NHSCD in October 2006.

David Gallagher explained that the outline business case was considered by NHS County Durham and Darlington (NHSCDD) management executive and would be presented to the strategic health authority (SHA) following discussion today.

The IBB was advised that issues around value for money had been discussed with the District Valuer and it was felt that, at stage one, the venture offered value for money. The financial risk mainly lay with the LIFT company. The IBB were informed, if there was any financial risk at stage two, NHSCDD could abort without extra cost.

Ken Greenfield asked about the artwork at a cost of £40,000 as indicated in the outline business case. A discussion took place about the affordability of that and Debbie Edwards reassured the board that the money would be used to integrate local artwork into the centre through working with local authority colleagues and via arts council funding. Jenny Flynn suggested an application to the charitable funds committee to fund some of the artwork as that had been done at Richardson Hospital. Brian Ebbatson declared an interest in the discussion about artwork as he supported the schools in producing the artwork. David Gallagher confirmed that further work on the detail of finances would take place at stage two.

Keith Tallintire commended the work done by the team working on the project. A discussion took place regarding revenue. David Gallagher confirmed that the gap in the revenue would be closed during stage two of the project. Keith was concerned that in the current climate, NHSCD would not have enough funds to move forward with stage two. He also asked for details on the benefits of the scheme compared to modernisation of current general practices. David Gallagher confirmed that information would also be included in the stage two business case.

Yasmin Chaudhry summarised that the main risk was that of value for money.

The integrated business board:

- noted the content of the stage one approval outline business case for St John's primary care centre in Seaham,

	<ul style="list-style-type: none"> noted the risks and implications outlined in the report, including the likely further improvement in value for money between stages one and two, supported the stage one approval outline business case prior to seeking integrated business board and strategic health authority approval, agreed that stage two of the business case would be presented to a future integrated business board meeting. 	<p style="text-align: right;">IBB agenda/DG</p>
<p>IBB/09/37</p>	<p>Momentum Outline Business Case <i>Director of Partnerships and Strategies, David Gallagher</i></p> <p>Report received and presented by David Gallagher. Momentum – Pathways to Healthcare was a whole systems approach to redesign health services in the North Tees area. While NHS Hartlepool and NHS Stockton-on-Tees were the lead commissioners for acute services delivered from those sites, NHSCDD had an interest in the programme development as 19% of referrals to the foundation trust were from the Easington and Sedgefield areas.</p> <p>David Gallagher explained that North Tees and Hartlepool NHS Foundation Trust (NTH) had requested support from NHSCDD as commissioners via a letter. A reply had been drafted to support the scheme in principle but there was an issue around funding. NHSCDD would agree to non-recurring funding until the services were covered via payment by results. Caveats would also be included that NTH should work with the arrangements for quality, innovation, productivity and prevention (QIPP) plans and HRG 4 to continue value for money. These plans would be covered in a final business case which would be discussed at a future IBB meeting. NHSCDD also reserved the right to withdraw the support should there be a long delay between the outline business case and the development.</p> <p>Ann Calman asked for the IBB to agree the content of the letter as outlined above. A discussion took place about the letter and the affordability of the scheme. Yasmin Chaudhry confirmed that the request had been submitted to the treasury and the SHA would have the discussion that raised issues on the affordability of such a scheme. Ken Greenfield asked for reassurance that money had been put aside for patient transport and David Gallagher confirmed that the issue was part of the overall business case. David Gallagher would contact the SHA to get their view.</p> <p>Yasmin Chaudhry confirmed that she had made some minor changes to the draft letter received by the IBB as she wanted to be firmer on considering the impact on rebasing.</p>	<p style="text-align: right;">DG</p>

	<p>The integrated business board noted the contents of the NHS North East board paper and agreed the wording of the letter of support in principle.</p>	
<p>IBB/09/38</p>	<p>The Proposed Transfer of Mental Health Services for In-Patient Beds for Adults of Working Age and In-Patient and Day Mental Health Services for Older Persons - North Easington Director of North East Commissioning for Mental Health, Learning Disabilities and Offender Health, Brian Key</p> <p>Report received and presented by Brian Key. The paper was produced to advise the board on a consultation proposed transfer of mental health services for inpatient beds for adults of working age and inpatient and day mental health services for older persons – North Easington.</p> <p>The paper was aimed at addressing the patient pathway in North Easington, where care, split between providers posed potential risks and restrictions, which were not acceptable for in light of patient safety. The consultation outlined a single pathway across adult mental health and older people’s services in North Easington. The driver for change was patient safety but it would enhance opportunities to work with a single provider to address patient safety and effectiveness and QIPP.</p> <p>Annie Dolphin asked about the impact on patients. Brian Key confirmed there was continuous discussion with service user forums and a regional forum. He confirmed that through patient choice, patients were currently choosing to go to the County Hospital in Durham, the proposed provider. Keith Tallintire asked if there were any financial implications. Brian Key confirmed that there were no financial implications.</p> <p>Dinah Roy expressed concern that there was no reference to practice based commissioning input in the report as there had been discussion with primary care clinicians. Brian Key confirmed that he had met with Richard Lilly, PBC Chair, Durham and Chester-le-Street who was also the lead for mental health and learning disabilities services. Dinah also highlighted that Joseph Chandy, PBC Chair for Easington locality had done a lot of work in the Easington area. Brian confirmed he would be visiting Easington PBC next.</p> <p>Brian Ebbatson asked if there would be additional transport costs due</p>	

	<p>to the change of location of one of the providers. Brian confirmed that they were not expecting an increase and confirmed that transport would be part of the discussion with the provider.</p> <p>Jim Smith asked for confirmation that the County Hospital would be closing completely in January 2010. Brian Key said that would be a phased process until the new Lanchester development was operational.</p> <p>The integrated business board:</p> <ul style="list-style-type: none"> • noted the context of the report, • supported the preferred options as stated, • noted that a further report after analysis of the consultation would come back to a future agenda. 	IBB agenda
	<u>PATIENT SAFETY AND EXPERIENCE</u>	
IBB/09/39	<p>Healthcare Associated Infections and Communicable Disease Update <i>Acting Director of Public Health, Anna Lynch</i></p> <p>A verbal update was provided by Anna Lynch.</p> <p>Influenza H1N1 – there was a continuing decrease in trend expected. The vaccination programme would continue for staff and those at high risk.</p> <p>MRSA and C Difficile – details were contained within the performance report. Cases would continue to be monitored closely and Anna Lynch continued to chair the action plan steering group monthly. Annie Dolphin asked if the spot checks on the acute trusts were still being carried out. Amanda Hume confirmed that they had reduced but were continuing. She confirmed that future spot checks would be combined with checks for same sex accommodation. Bunny Forsythe asked if Darlington non-executive directors could take part in the spot checks in the future. Yasmin confirmed that training would be provided for the Darlington non-executive directors. Anna Lynch would action that request. Brian Key confirmed that Monitor would also be doing spot checks.</p>	AL

<p>IBB/09/40</p>	<p>Patient Advice and Liaison Service (PALS) Annual Report 1 April 2008 – 31 March 2009 <i>Chief Operating Officer, Cameron Ward</i> <i>Complaints Manager, Kirstie Atkinson</i> <i>PALS Manager, North PDA, Katharine Humby</i></p> <p>Report received and presented by Cameron Ward, Kirstie Atkinson and Katharine Humby. The purpose of the report was to provide a brief summary of the issues the patient advice and liaison service received in relation to responsibilities of NHSCDD during the period 1 April 2008 – 31 March 2009.</p> <p>Cameron Ward confirmed that the current report picked up only NHS County Durham aspects but future reports would include information on both NHS County Durham and Darlington.</p> <p>Ann Calman highlighted that the report only gave information up to March 2009 and had presumed that any issues raised in the report had now been resolved. Katharine Humby confirmed that PALS queries were handled quickly and that any issues from March 2009 would now be closed. Ann Calman asked for clarification that future PALS reports would be presented to the new Quality sub committee of the IBB and Cameron Ward confirmed that.</p> <p>A discussion took place, led by Linda Marks about the rationale for the separation of provider and commissioning complaints. Cameron Ward explained that the team as a commissioning team would be able to address concerns in systematic way. Complaints would be passed to the provider as appropriate.</p> <p>Yasmin Chaudhry acknowledged the lateness of the submission of the report and reassurance was given to the IBB that patient issues were being dealt with in a timely manner. The IBB would continue to receive an annual report and Yasmin thanked the staff who worked hard to ensure that patient's receive good services.</p> <p>The integrated business board:</p> <ul style="list-style-type: none"> • noted and approved the contents of the annual PALS report, • agreed to make the report available to the public via the NHSCD and NHSD websites. 	
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<p>IBB/09/41</p>	<p>Complaints and Patient Advice and Liaison Report Quarters One and Two (1 April – 30 September 2009) <i>Chief Operating Office, Cameron Ward Complaints Manager, Kirstie Atkinson PALS Manager, North PDA, Katharine Humby</i></p> <p>Report received and presented by Cameron Ward, Kirstie Atkinson and Katharine Humby. The purpose of the report was to provide a brief overview of the patient experience gained from analysis of contacts with NHSCDD complaints and the PALS during quarters one and two 2009/10. The report also included information received and independent contractor services and other NHS providers.</p> <p>Keith Tallintire said he was encouraged that the report showed a reduction in the numbers of complaints received. A discussion took place about provider complaints reports and Kirstie Atkinson confirmed that CDDFT, City Hospitals Sunderland and Tees, Esk and Wear Valleys NHS Trust provide quarterly complaints reports. Amanda Hume felt that the information needed to be incorporated into the performance reports of major providers.</p> <p>Dina Roy was concerned that some individuals may be identified from the descriptions of some the investigations included in the report. Ann Calman agreed with that and Yasmin Chaudhry reassured the IBB that any information released into the public domain would have followed the Caldicott Principles. Yasmin also confirmed that the paper would be available under freedom of information and asked the IBB members to let Kirstie Atkinson know if they felt any of the investigations were patient identifiable.</p> <p>Ann Calman formally expressed the thanks of the IBB for the work of the complaints and PALS teams.</p> <p>The integrated business board:</p> <ul style="list-style-type: none"> • noted and approved the contents of the report, • agreed to the report being made public via the website. 	<p>All</p>
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	<u>DELIVERY INCLUDING PERFORMANCE</u>	
IBB/09/42	<p>Draft Annual Report for the North East Mental Health and Learning Disabilities Commissioning Unit (NEMHLDCU) <i>Director of North East Commissioning for Mental Health, Learning Disabilities and Offender Health, Brian Key</i></p> <p>Report received and presented by Brian Key. The paper presented the annual report for the North East Mental Health and Learning Disabilities Commissioning Unit (NEMHLDCU). It set out an overview of the activities and achievements of the NEMHLDCU and looked at the challenges and opportunities ahead.</p> <p>Brian Key drew the IBB's attention to the introduction of the service user log which was amended on a monthly basis and gave patient experience and helped with contract management. The log would be rolled out across the North East region. There was a need to make a major strategic turn towards embedding mental health and learning disabilities while engaging with a wider range of services.</p> <p>Jim Smith flagged up two issues in relation to mental health and learning disabilities services. He felt there had been underinvestment in the area for a while which had lead to shortfalls in capacity in relation to need. He also felt mental health services still looked and felt confusing for service users.</p> <p>Sandra Pollard questioned the inefficiencies and value for money. She asked if any services would be removed. Brian Key confirmed that with the arrival of increasing access to psychological therapies (IAPT) it had become clear that community services were not aligned to the development. There was a proposal to do a review of community services. A project manager would be appointed in the new year to take the work forward.</p> <p>The integrated business board noted to contents of the draft annual report.</p> <p>Jim Smith left the meeting at 2.00 pm.</p>	
IBB/09/43	<p>World Class Commissioning (WCC) Update <i>Director of North East Commissioning for Mental Health, Learning Disabilities and Offender Health, Brian Key</i></p> <p>Report received and presented by Brian Key. Brian Key reported that developments with the WCC submission were very rapid at present due to the work on the NHSCD strategy refresh with McKinsey.</p>	

	<p>Because of this some of the documents due to be submitted for the WCC assessment had been changed. The non prescribed document focus would now be on the alcohol strategy, workforce strategy and seizing the future consultation document. It was felt that those three areas would map into and support the framework of the new strategic plan far better. The pathways for submission had also been changed to alcohol, sexual health and the screening pathway (health checks).</p> <p>New challenges, preparation for the WCC panel visits and McKinsey would operate two panels in January to test through the strategic plan. The session on 5 January 2010 would involve only executive directors and a final session on either 19 or 20 January 2010 would also involve non-executive directors.</p> <p>Ann Calman reported on behalf of the non-executive directors that they felt they did not have enough information on the background knowledge needed for the WCC panel visits. Jeff Pearson, Policy Manager had requested that non-executive directors let him or Janet Walker know which areas they would like further training on.</p> <p>Malcolm Cook felt that the board seminar session on WCC recently had been very useful. He asked if the board would have another opportunity to receive an update on WCC. Brian Key confirmed that the IBB seminar in January would cover WCC.</p> <p>Linda Marks queried if the report should refer to PCT, PCTs or IBB. Yasmin felt the report should refer to PCTs and IBB.</p> <p>Pat Keane had arranged a session with McKinsey. During discussion it was agreed that each cluster would tell a story which would be brought to light between now and May. Three or four stories would be required underpinned by a mixture of facts, human features and would last about 10 minutes. It was thought this was something that the board could develop.</p> <p>The integrated business board:</p> <ul style="list-style-type: none"> • noted the content of the paper, • noted the current position with regard to the document evidence, • noted the progress to date. 	<p>All NEDs</p> <p>Next agenda/BK</p>
<p>IBB/09/44</p>	<p>Use of Resources Assessment and Improvement Plans 2009/10 <i>Chief Operating Officer, Cameron Ward</i></p> <p>Cameron Ward, Chief Operating Officer presented a paper to inform and update the board on the use of resources assessment and</p>	

	<p>improvement plans 2009/10 and the plans to improve the position for both NHS County Durham (NHSCD) and NHS Darlington (NHSD). Each year, both organisations were externally audited on progress in meeting the Audit Commission’s use of resources requirements through evaluation against a number of elements known as key lines of enquiry (KLOE). Each organisation was assessed at level two (adequate) for all three themes in 2008/09. The improvement plans reflected feedback from each auditor in respect of the 2008/09 review and subsequent reports. It should be noted that these documents were updated on an ongoing basis.</p> <p>Sandra Pollard asked if training would be available for non-executive directors. Theresa Huddart confirmed that a training needs analysis was being done for all non-executive directors, looking at statutory training and other training needs. Theresa would be meeting with the non-executive to discuss their training needs in the near future. .</p> <p>The integrated business board:</p> <ul style="list-style-type: none"> • considered and noted this report and in particular the improvement plans shown in the report, • noted the approach and timescale for the completion of the audit identified in section one of the report. 	
<p>IBB/09/45</p>	<p>Finance IBB/09/45-1 Finance Report of the Seven Months Ended 31 October 2009 <i>Director of Finance, Pat Taylor</i></p> <p>Paper received and presented by Mike Taylor, Director of Financial Services. The month eight report was discussed together with the month seven report.</p> <p>Mike Taylor highlighted that both reports showed a positive move toward the control total in months seven and eight.</p> <p>Bunny Forsyth said that one of key red risks was over performance of HRG4. She asked if the Department of Health guidance on HRG4 would change the red rating. Mike Taylor said the responsibility for the change lay with providers at present. The latest guidance for the department was on partnership and working together to address activity issues. Yasmin Chaudhry said that the operating framework would make providers more accountable.</p> <p>Sandra Pollard asked where the over activity in the independent sector lay. Mike Taylor confirmed that the two areas were around 18 week</p>	

	<p>targets and general leakage where choice was allowing people to go to the independent sector. Mike said he would like the use of the independent sector to be better managed in the coming year.</p> <p>Keith Tallintire was concerned about robustness of the figures in appendix one of the report. He felt the year to date forecast should be more sophisticated. Mike Taylor reassured the IBB that some of the figures might have been influenced by previous assumptions made. He would look into that and discuss it further with the Audit and Risk Committees. Yasmin Chaudhry confirmed that this had been raised by Keith Tallintire at a previous board meeting and said she would like a paper to come back to a future meeting.</p> <p>Ken Greenfield asked if the projected outturn surplus would be achieved. Mike Taylor reassured the IBB that that would happen as all current data was being fed into the financial plan. Pat Keane said that we would try to understand the pressures moving forward while planning for the annual operational plan. There would be a review of annual operational plan commitments.</p> <p>The integrated business board:</p> <ul style="list-style-type: none"> • noted and discussed the current forecast outturn positions, • noted the PBC information included in the report, • considered the key financial risks and supported the management action proposed to address the risks, • noted the financial statements extract in the report. <p>IBB/09/45-2 Finance Report of the Eight Months Ended 30 November 2009 <i>Director of Finance, Pat Taylor</i></p> <p>Discussed above.</p> <p>The integrated business board:</p> <ul style="list-style-type: none"> • noted and discussed the current forecast outturn positions, • noted the PBC information included in the report, • considered the key financial risks and supported the management action proposed to address the risks, • notes the financial statements extract in the report. 	<p>MT/PT/ Discussion item log</p>
<p>IBB/09/46</p>	<p>Integrated Performance Report <i>Director of Delivery and Performance, Amanda Hume</i></p> <p>Report received and presented by Amanda Hume. The paper was the first integrated performance report which linked finance and</p>	

performance to contract management reports. Amanda asked the IBB for feedback on the layout of the report. Ann Calman asked the IBB members if they felt the level of detail in the report was needed. A discussion took place and it was agreed that as long as the detail was available on request, it did not need to be included in the reports to the IBB. It was agreed that a more detailed report would be presented to the finance and performance sub committee of the IBB.

Bunny Forsythe asked how the overspend on acute services was being managed. Amanda Hume confirmed that the issues around over activity were multifaceted. A suite of measures had been put in place to manage the demand, which would like with how the reserves were managed in the coming financial year. Yasmin Chaudhry confirmed that although there was a pressure, the bottom line would be delivered.

John Flook asked about the annual operation plan funded schemes which had not been progressed due to the overspend. Pat Keane confirmed that 80% of the schemes had gone ahead.

Keith Tallintire was concerned that year end was only three months away and asked how the spend was being monitored. Yasmin Chaudry responded to say that spend was being monitored on a weekly basis.

The performance exception report was as follows:

MRSA – performance continued to be very positive. The Care Quality Commission (CQC) had made an unannounced visit to University Hospital of North Durham and there had been no issues. Details of the visit would be shared with the board.

North East Ambulance Service – issues had been escalated via the lead director at NHS North of Tyne. The SHA would pursue this on behalf of NHSCDD.

Choose and book – a meeting had been arranged by Sedgfield practice based commission cluster. The meeting was reported to be very helpful for the PCT choose and book managers. The next step was to have two further meetings, one of which would bring together general practitioners and consultants.

Diagnostic breaches at City Hospitals Sunderland (CHS) – Amanda Hume had met with directors at CHS and CDDFT and was reassured that there was a recovery plan in place. CDDFT were recruiting a consultant anaesthetist to offer fixed slots for cystoscopy to CHS.

	<p>There would be continued improvement in breaches until 1 April 2010.</p> <p>Cancer reporting two week targets – the SHA were challenging CDDFT in relation to their performance of cancer two week waits. They were working with CDDFT to develop an action plan.</p> <p>Dentistry – Amanda Hume tabled paper on the dental access position in County Durham where there had been a dental promotion pilot to promote NHS dentistry.</p> <p>Linda Marks asked about a stroke care data issue which had been raised. Amanda Hume confirmed the data was poor but we were looking into this.</p> <p>Ann Calman thanked Amanda and her team for the working being done.</p> <p>The integrated business board:</p> <ul style="list-style-type: none"> • noted the detailed acute contract position, • received and considered the current performance information, • advised on the acceptability of the revised format as above. • agreed that a less detailed report was needed for IBB but a more detailed report would be received by the finance and performance sub committee. <p>Ken Greenfield left the meeting at 3.00 pm.</p>	
	<p><u>GOVERNANCE INCLUDING STATUTORY FUNCTIONS</u></p>	
<p>IBB/09/47</p>	<p>Integrated Business Board Governance Arrangements Structure for Functional and Strategic Sub Committees <i>Corporate Secretary, Theresa Huddart</i></p> <p>Report received and presented by Theresa Huddart. New strengthened governance and accountability arrangements for NHSCD and NHSD were approved by the boards in September 2009. At the IBB seminar held on 5 November 2009, there was agreement on the structure for functional and strategic sub committees to support the IBB. The paper outlined those arrangements.</p> <p>Terms of reference for the sub committees were currently being discussed with the non-executive directors in groups and would be agreed at the individual groups. Once agreed, final copies of the terms of reference would be made available to the non-executive directors.</p>	

	<p>Ann Calman confirmed that a communication sub committee had been added to structure which she would chair with Malcolm Cook to attend. Anna Calman requested that a non-executive director from NHSD also attend the meeting.</p> <p>Yasmin Chaudhry confirmed that once the terms of reference had been agreed by the individual groups, they would be presented to the IBB for ratification.</p> <p>Annie Dolphin highlighted that some of the names of the sub committees in the report were incorrect. Theresa would amend those. Annie Dolphin confirmed that herself and Linda Marks would chair the exceptional cases committee panels although she said they had not received a policy paper in terms of the way we were handling performers' lists at present and felt it had not been agreed by the IBB. Hilton Dixon responded that the policy had been agreed by the policy review group and would be presented to management executive and the IBB in due course.</p> <p>The integrated business board:</p> <ul style="list-style-type: none"> • approved the revised structure, • noted, approved and made comments on the membership of the sub committees, • agreed that a full suite of the terms of reference would come to a future IBB meeting. 	<p>Discussion item log</p> <p>Discussion items logs ME/IBB</p>
<p>IBB/09/48</p>	<p>NHS Constitution Update <i>Director or Partnerships and Strategies, David Gallagher</i></p> <p>Report received and presented by David Gallagher. NHS County Durham and Darlington need to align local activity to the constitution and reflect the rights and pledges in both internal and external communications and engagement activities. The NHS Constitution is likely to receive royal assent in the autumn of 2010.</p> <p>David Gallagher brought the IBB's attention into the longer term enactment of the NHS Constitution. In the short term there would be public consultation ending on 5 February 2010 and the SHA were working with us to get staff involved in the consultation also.</p> <p>David Gallagher suggested fuller discussion at a future integrated business board meeting.</p> <p>Brian Ebbatson asked what the PCT was doing to involve third sector providers. David Gallagher confirmed that we would need to take into account any provider, not just third sector. David confirmed that Mary</p>	<p>Discussion item log/DG</p>

	<p>Bewley, Head of Communications had commenced a communications plan for the work.</p> <p>The integrated business board:</p> <ul style="list-style-type: none"> noted the contents of this update including the current public consultation, noted and support the action plan for the implementation of the NHS Constitution, agreed to receive regular updates on progress against the action plan. 	
IBB/09/49	<p>Joint Corporate Risk Register <i>Chief Operating Officer, Cameron Ward</i> <i>Senior Corporate Governance and Risk Manager, Karen Conway</i></p> <p>Report received and presented by Cameron Ward and Karen Conway. The purpose of the paper was to present to the integrated business board a revised joint corporate risk register for NHS County Durham and Darlington. Cameron Ward confirmed that the register had been discussed at the management executive meeting on 30 November 2009. Some comments had been received at the meeting with regard to the format and the level of assurance. The new format would be discussed at the next Audit and Risk Committees for NHSD and NHSCD and would come back to the integrated business board meeting in February 2010.</p> <p>Ann Calman asked about the red rated risks in the report. Cameron Ward confirmed that the reds were being mitigated and plans were in place.</p> <p>The integrated business board:</p> <ul style="list-style-type: none"> noted and formally accepted the content of the update, considered any further risks to add to the risk register. 	February Agenda
	<u>STANDING ITEMS</u>	
IBB/09/50	<p>Minutes of Audit Committee held on - 30 September 2009</p> <p>Ann Calman confirmed that she was comforted by the thoroughness of the work undertaken by the Audit and Risk Committees.</p>	

<p>IBB/09/51</p>	<p>Minutes of Committees</p> <p>Management Group held on - 29 September 2009</p> <p>Received.</p> <p>North East Mental Health & Learning Disabilities Commissioning Group held on - 11 September 2009</p> <p>Received.</p>	
<p>IBB/09/52</p>	<p>Items to be received for information</p> <p>Ann Calman noted that some of the papers for information had recommendations. Directors were asked to ensure that no items requiring decisions were entered into the for information section of the agenda in future.</p> <p>IBB/09/52-1 Chief Executive's Update <i>Chief Executive, Yasmin Chaudhry</i></p> <p>YC said the <i>Good to Great</i> document had been launched on 10 December 2010. A copy would be sent out to the non-executive directors. The <i>Operating Framework 2010/11</i> was also circulated to non-executive directors on 16 December 2010.</p> <p>The integrated business board noted the content of the report.</p> <p>IBB/09/52-2 Practice Based Commissioning <i>Chief Operating Officer, Cameron Ward</i></p> <p>The integrated business board:</p> <ul style="list-style-type: none"> • noted the PBC activity in each of the six clusters, • noted progress in relation to the integrated care organisation pilot, • discussed the proposal for WCC assurance framework for PBC commissioners in County Durham and Darlington to inform a further paper to the business board for approval, • noted the progress of PBC in relation to the action plan for the "new approach". 	<p>Discussion item log/PK</p>

IBB/09/52-3

Comprehensive Area Assessments

Acting Director of Public Health, Anna Lynch

The integrated business board:

- noted the CAA reports for both County Durham and Darlington,
- noted that further reports would be presented in relation to actions in response to any health related issues raised by the CAA,
- received this report as assurance that NHS County Durham and Darlington was fully engaged in the wider partnership agenda of both local authority areas.

IBB/09/52-4

NHS Staff Survey 2008 Update Paper

Chief Operating Officer, Cameron Ward

The integrated business board noted the progress made to date in implementing the action plan.

IBB/09/52-5

Organisational Patient Safety Incident Reports

Director of Nursing and Clinical Quality, Liz Graham

The integrated business board accepted this report for information.

IBB/09/52-6

Commissioning Issues

Director of Delivery and Performance, Amanda Hume

Received.

Minutes and Annual Report Update

Specialised Services Commissioning Group held on

- 11 September 2009

Received.

IBB/09/52-7

Update on Partnership Working in County Durham and Darlington

Acting Director of Public Health, Anna Lynch

The integrated business board noted the updates provided on the following areas and recognised the contribution of partnership work to the WCC assurance process:

- Darlington partnership
- County Durham partnership
- Local area agreement
- Joint strategic needs assessment
- Comprehensive area assessment

- Total place pilot

IBB/09/52-8

Children's Services Update

Acting Director of Public Health, Anna Lynch

The integrated business board:

- noted the content of the priorities in the children and young peoples' plans for County Durham and Darlington,
- noted that management executive would receive a detailed presentation from NHSCDD and the local authority commissioners regarding overarching integration plan in January 2010,
- noted that management executive would receive bi monthly update reports regarding the implementation of the integration programme.

IBB/09/52-9

Care Quality Commission Annual Health Check Action Plan

Director of Delivery and Performance, Amanda Hume

The integrated business board:

- received and noted the results of the 2008/09 annual health check action plan for both PCTs,
- noted the predictions based on the data available as at October 2009,
- noted the actions for improvement in those areas not yet achieving.

IBB/09/52-10

Annual Health Check Assessment 2009/10

Director of Delivery and Performance, Amanda Hume

The integrated business board:

- received and noted the results of the 2008/09 annual health check for both PCTs,
- noted the predictions based on the data available as at October 2009,
- noted the actions for improvement in those areas not yet achieving.

IBB/09/53	<p>Any other business</p> <p>Winter/Surge assurance <i>Director of Delivery and Performance, Amanda Hume</i></p> <p>Report tabled and presented by Amanda Hume. The paper aimed to provide assurance to the integrated business board on NHS County Durham and Darlington's plans for managing surge and pressures over the winter months. The paper combined the winter plan checklist and the wider implications of preparedness around influenza including fuel, poverty and immunisation.</p> <p>Amanda Hume reassured the IBB that the areas of red risk would move to green as workforce plans were developed. There was a cluster approach to workforce underpinning that work.</p> <p>Ann Calman felt the report was very detailed and reassuring. She felt that winter planning in the PCT was solid. Bunny Forsythe said that some of the print outs in the report were unreadable and felt this needed to be amended.</p> <p>Amanda Hume thanked Berenice Groves for leading on the work.</p> <p>The integrated business board:</p> <ul style="list-style-type: none"> • noted the arrangements for managing winter pressures/surge, • accepted the report as an assurance of preparedness prior to submission to the SHA. 	
IBB/09/54	<p>Date and time of next meeting</p> <p>The next meeting will be held on Tuesday 26 January 2010 9.30 am – 5.00 pm Venue to be confirmed</p> <p>Ann Calman passed on best wishes to the IBB for Christmas and the New Year..</p>	

Signed:

Date:.....