

**Minutes of Frimley Commissioning Collaborative Board ¹held on Tuesday 27th October 2020
 between 08.00am and 09.02am via Microsoft Teams**

Present:	<p><u>Frimley Commissioning Collaborative comprised of East Berkshire, North East Hampshire and Farnham and Surrey Heath</u></p> <p>Dr Andy Brooks – Clinical Chief Officer Sarah Bellars, Executive Director of Quality and Nursing Emma Boswell, Executive Director of Development and Improvement Dr Lalitha Iyer, Executive Medical Director Rob Morgan, Executive Director of Finance</p> <p>Nicola Airey, Executive Place Managing Director, Surrey Heath Caroline Farrar - Executive Place Managing Director Royal Borough of Windsor and Maidenhead (RBWM) Tracey Faraday-Drake – Executive Place Managing Director Slough Daryl Gasson – Executive Place Managing Director North East Hampshire and Farnham Fiona Slevin-Brown, Executive Place Managing Director, Bracknell Forest</p> <p>Caroline Warner – Interim Collaborative Lay Convenor Dr Amanda Wellesley – Interim Collaborative Secondary Care Consultant Dr Martin Kittel – Interim Clinical Leader Bracknell Forest Dr Huw Thomas – Interim Clinical Leader for Royal Borough Windsor and Maidenhead Dr John Fraser – Interim Clinical Leader for Surrey Heath Dr Jim O'Donnell – Interim Clinical Leader for Slough Dr Steven Clarke – Interim Clinical Leader for North East Hampshire and Farnham Dr Ed Palfrey – Interim Lay Member for Bracknell Forest and EPRR Arthur Ferry – Interim Collaborative Lay member for governance & audit and Lay Member for Royal Borough of Windsor and Maidenhead & Slough Tony Fitzgerald – Interim Collaborative Lay member for primary care and Lay Member for Surrey Heath Kathy Atkinson – Interim Collaborative lay member for PPE and Lay Member for NEHF</p> <p>Fiona Edwards – Chief Executive Surrey and Borders Partnership NHS Foundation Trust and Frimley Health and Care ICS Lead.</p>
In attendance:	<p>Elaine Budd – Lay Member North East Hampshire and Farnham Ann Cooper - Deputy Director of Governance – North East Hampshire and Farnham Joanne Green – Governance Manager – North East Hampshire and Farnham (secretariat)</p>
Apologies for Absence:	None

1	Welcome and Apologies
	The Interim Lay Convenor, Caroline Warner, welcomed everyone to the meeting, which would consider the next step on the journey for the Collaborative, as it continued to develop working alongside the Integrated Care System over the coming months.

¹ The Frimley Commissioning Collaborative Board comprises: NHS North East Hampshire & Farnham CCG; NHS Surrey Heath CCG; NHS East Berkshire CCG

2	<p>Conflicts of Interest Register and declarations of any interests relating to this agenda</p>
	<p>There were no amendments to the Conflicts of Interest Register, which had been included within the pack of papers.</p> <p>Members noted the Conflicts of Interest Register.</p>
3	<p>Interim Chair Appointments</p>
	<p>The Clinical Chief Officer presented the above-mentioned paper and reminded the Board that, as part of the merger process, there had been close working with NHS England/Improvement. This had involved not only a review of future proposals, but also the development in forming the Frimley Collaborative. Whilst the Board met as three Governing Bodies together, with a majority of shared roles, the Board was advised of the need to comply with the current constitutions of the three CCGs.</p> <p>It was noted this did not require any changes to the way the Board operated currently, with a Convenor; however, there was a requirement to have in place named individuals as Interim Chairs. For Surrey Heath the Chair was a lay appointment, whereas for both East Berkshire and North East Hampshire and Farnham, the Chair positions were clinical and elected.</p> <p>It was further noted that remuneration for these posts would be reviewed and agreed by the Remuneration Committees, due to meet in common, on 4 November 2020.</p> <p>Having considered the paper, the Board AGREED:</p> <ul style="list-style-type: none"> a) For Surrey Heath CCG – to appoint Tony Fitzgerald as Interim Lay Chair from 27 October 2020 to 31 March 2021; b) For North East Hampshire and Farnham CCG – to appoint Dr Steven Clarke as Interim Clinical Chair from 27 October 2020 to 31 March 2021; and c) For East Berkshire CCG – to appoint Dr Jim O'Donnell as Interim Clinical Chair from 27 October 2020 to 31 March 2021. d) Each CCG would publish the above arrangements, alongside other interim posts, on each of the CCGs' websites
4	<p>Merger proposal</p>
	<p>The Clinical Chief Officer reminded the Board that, at its meeting on 29 September 2020, it had decided to delay the application to merge and allow the Integrated Care System (ICS) Development Roadmap (review to be completed before agreeing next steps, including whether the CCGs would apply to NHS England/Improvement (NHSE/I) to merge.</p> <p>On behalf of the Board, the Clinical Chief Officer expressed gratitude and thanks to key members of the executive team who had worked extremely hard over the past few weeks, to develop the numerous supporting documents required for the merger application.</p> <p>The Board was advised that since its previous decision, a considerable amount of work had taken place, not only with regards to the ICS Development Roadmap (Carnal Farrar) review, but also reflecting on feedback received from NHSE/I on the documentation required.</p> <p>Members were reminded that the proposed merger should be regarded as the next step in the development of the Collaborative and should also be considered as part of the development of the ICS. It would, therefore, not be the end state and further developments should be anticipated, alongside system partners.</p> <p>The Board was advised there were specific criteria for the merger, requiring submission of 19 sets of documents as evidence to support the application to NHSE/I. These documents had been circulated to members and the Board noted the following documents in particular:</p> <ul style="list-style-type: none"> a) Case for Change – the Carnal Farrar (CF) review findings had been taken into consideration and included within the narrative. b) Commissioning Strategy – had taken into consideration feedback from NHSE/I and reflected feedback from the CF review.

- c) **Financial Strategy** – considerable work had been completed to update this document – not only to reflect the CF review and NHSE/I feedback but also the recent financial plan submissions to NHSE/I.
- d) **Benefits Realisation Plan** – this now reflected and described specific measurable outcomes and cost savings. It also aligned to the Commissioning and Financial strategies.
- e) **Constitution** – NHSE/I had made specific requests on the Constitution:
 - recommend inclusion of terms of reference for the three statutory committees;
 - standing orders must align with the NHSE/I template; and
 - limits on the number of voting governing body members.

It was noted the Board would have another opportunity to consider the revised draft Constitution at its next meeting in November, ahead of practices voting thereon in December. In addition, every opportunity would be taken to engage, throughout November, with member practices and the local medical committees.

In addition to the above-mentioned documents, a draft NHSE/I merger preparation presentation had been shared with the Board, ahead of the meeting with NHSE/I on 29 October. This was based on the requirements advised by NHSE/I, upon which feedback was welcomed from the Board.

Board members provided feedback on the documentation circulated which would be considered by the executive team and amendments made as appropriate. This related to the following areas:

- Case for Change – strengthening of the wording concerning the agreed drive to reduce health inequalities across the Collaborative geography developing innovative approaches and recognising the plurality of providers that operate the out of hospital environment including community pharmacists and optometrists.
- Constitution – the need to engage with member practices and local medical committees to clarify approach to decision making and development of local relationships, inclusion or otherwise of certain information , minor amendments and points of clarity key committees and descriptions of roles e.g. lay members v non-executive directors

The Chief Clinical Officer undertook to review and take into account feedback received.

The Board was advised of the following initial events which needed to happen before NHSE/I could provide conditional approval

- 29 October 2020 – check and challenge meeting with NHSE/I.
- 30 October 2020 – report from the regional team to NHSE/I regional directors to confirm the application met the merger criteria and state any conditions that might be required.
- 3 November 2020 – report to NHSE/I national directors

Members noted that, once a conditional offer had been received, the CCGs would embark on a mobilisation plan to meet the deadlines set by NHSE/I to dissolve the three CCGs and create a new Frimley CCG on 1 April 2021.

Having considered the detailed papers submitted, the Board agreed to merge and, subject to NHSE/I approval, agreed to dissolve NHS East Berkshire CCG; NHS North East Hampshire and Farnham CCG and NHS Surrey Heath CCG and create a new NHS Frimley CCG with effect from 1 April 2021.

The meeting closed at 0902

Date of next meeting - Tuesday 10 November 2020 between 08.30am and 11.00am