

Executive Management Committee meeting

Executive Management Committee – Executive Summary

Meeting held on 7 July 2016

APOLOGIES FOR ABSENCE

Dr Nikita Kanani and Dr Varun Bhalla.

DECLARATIONS OF INTEREST

None.

STANDING ITEMS

Risk Management Report

EMC **noted** the risks on the Corporate Risk Register and acknowledged that the presentation of the high level risks had improved and that the Assistant Directors would review presentation of the lesser risks.

ITEMS FOR DECISION

FINANCE TRAINING PROGRAMME

EMC welcomed the new approach to finance training and thanked staff involved in the proposals and:

1. **APPROVED** the staff induction programme to the Financial Management and Planning (FMP) Team.
2. **APPROVED** the annual Finance Training Plan for staff.
3. **APPROVED** the requirement to make bi-annual refresher budget holder training mandatory for all budget holders.

360° SURVEY

EMC noted the results of 360 Survey which reflected how much the CCG had improved on its relationships with stakeholders reflected in the year on year improving results. The CCG achieved a relatively high response rate (74%), fourth highest in London and 27th best in the country. Going forward the CCG need to build on the positive work to date and find ways to communicate the primary care co-commissioning programme of work.

ACCESSIBLE INFORMATION STANDARD

The Accessible Information Standard (AIS) is a requirement on all providers of NHS and publicly-funded adult social care services and is a mandatory requirement and comes into effect on 31 July 2016. NHS England agreed the AIS in June 2015 and all health and care organisations must follow the standard by 31 July 2016. The AIS details how these organisations are required to meet the information needs of people who have a disability, impairment or sensory loss so that they receive information in formats that they can access and receive appropriate support to help them to communicate. There was a provider AIS national model that they were contractually bound to comply with. The CCG would continue to support practices prepare for and be compliant with the implementation of the AIS.

ANY OTHER BUSINESS

None.

NOTES OF MEETINGS:

- Financial Recovery Group – 10 May 2016
- Finance Sub-Committee – 10 May 2016
- Medicines Management Sub-Committee – 18 May 2016

The notes of the above meetings were **noted**.



Clinical Commissioning Group

DATE: 4 August 2016

Executive Management Committee – Executive Summary

Meeting held on 4 August 2016

DECLARATIONS OF INTEREST None.

STANDING ITEMS

Risk Management Report

EMC **noted** the risks on the Corporate Risk Register and acknowledged improvements to mitigations and controls, further work is required on control gaps and actions. Adjustments to prescribing and A&E risk ratings agreed.

ITEMS FOR DECISION

REVISED EMC TERMS OF REFERENCE

The Executive Management Committee **did not approve** the EMC TOR as the final version had not been circulated, but supported the direction of travel. Final version of the EMC TOR would be circulated for comment and agreement, the changed TOR would then need to be considered by the GB.

EMC welcomed the new approach to finance training and thanked staff involved in the proposals.

INDEPENDENT PRESCRIBING BY BEXLEY CCG MEDICINES MANAGEMENT TEAM

The Executive Management Committee **approved** the prescribing by the Practice Pharmacists/Care Home Pharmacist on the condition that there was a clear process for the GPs/ Practice to sign off their agreement.

ITEMS FOR DISCUSSION

BEXLEY Q1 HR SUMMARY AND WORKFORCE REPORT & Q1 TRAINING

The Executive Management Committee asked for a more comprehensive report and noted:

- The CCGs sickness absence rate of 3.34% (May 2016) against an overall NHS wide sickness absence rate of 4.48%.
- The CCGs turnover rate of 1.1% (May 2016) against that of a national average for CCGs of 2.14%.

IMPROVEMENT AND ASSESSMENT FRAMEWORK

It is useful for EMC to consider key lines of enquiry from NHSE as part of the IAF process prior to presentation to NHSE..

The Executive Management Committee **noted** the slide deck that was presented to NHS England.

ANY OTHER BUSINESS

Changes to Commissioning CHC structure **approved**.

NOTES OF MEETINGS:

- Financial Recovery Group – 14 June 2016
- Finance Sub-Committee – 14 June 2016
- Medicines Management Sub-Committee – 15 June 2016
- Quality and Safety Sub-Committee – 12 May 2016
- Information Governance Sub-Committee – 3 May 2016

The notes of the above meetings were **noted**.

