

Extraordinary meeting of the SUSTAINABLE HEALTH CARE IN EAST KENT JOINT COMMITTEE

9 May 2019 12.30-1.30pm

Ashford Chamber of Commerce, Ashford Business Point, Waterbrook Avenue, Ashford, TN24 0LH

MINUTES

Bob Deans	Chair
Voting Members in attendance	
Dr Jonathan Bryant	Clinical Chair, South Kent Coast CG
Dr Navin Kumta	Clinical Chair, Ashford CCG
Dr Simon Dunn	Clinical Chair, Canterbury and Coastal CCG
Dr Jihad Malasi	Clinical Chair, Thanet CCG
Chris Morley	Lay Member, Ashford CCG
Alistair Smith	Lay Member, South Kent Coast CCG
Clive Hart	Lay Member, Thanet CCG
Alistair Challiner	Secondary Care Clinician, Canterbury and Coastal CCG
Apologies from Voting Members	
Dr Chee Mah	Governing Body member, South Kent Coast CCG
Dr Markus Maiden-Tilsen	Governing Body member, Thanet CCG
Non-Voting Members in attendance	
Caroline Selkirk	Managing Director, East Kent CCGs

Lorraine Goodsell	Deputy Managing Director, East Kent CCGs
Michael Ridgwell	Deputy Chief Executive, Kent & Medway Sustainability and Transformation Partnership (STP)
Sarah Vaux	Chief Nurse, East Kent CCGs
Evelyn White	EK Programme Strategic Lead
Tom Stevenson	Senior Communications & Engagement Lead, Kent & Medway Sustainability and Transformation Partnership (STP)
Peter Marshall	EY
Victoria Nystrom Marshall	EK PMO Lead
Apologies from Non-Voting Members	
Dr Darren Cocker	Chair, EK Clinical Models Group
Liz Shuttler	Deputy Chief Executive, East Kent Hospitals University Foundation Trust
David Meikle	Turnaround Director East Kent CCGs
Julia Rogers	Director, Communications & Engagement, Kent & Medway Sustainability and Transformation Partnership (STP)
James Pavey	Regional Operations Manager (East) South East Coast Ambulance Service NHS Foundation Trust (SECAmb)
Glenn Douglas	Chief Executive, Kent & Medway Sustainability and Transformation Partnership (STP)
Ivor Duffy	Finance Director, East Kent CCGs
Sarah Pinto-Duschinsky	EY

030/19 Welcome and introductions

The Chair welcomed attendees and asked them to introduce themselves. He welcomed those listening by live streaming.

No members of the public were present.

031/19 Declarations of interest

None to add to record

032/19 Quoracy

The meeting was declared quorate.

033/19 Minutes of the last meeting held in public for approval (25 April 2019)

Lay Member, Thanet CCG queried the status of the previous minutes and he was assured that the comments made at the meeting on the 25th April would be part of the formal record. Both sets of minutes will be published and accessible.

The minutes of the previous meeting held in public on 25 April 2019 were agreed subject to the following changes:

Page 1: The Clinical Chair of Canterbury and Coastal CCG requested that Sebastian Santosh's name be removed from the minutes completely as he only deputised on one occasion.

Lay Member, Thanet CCG, particularly welcomed the Travel Advisory Group at such an early stage in the programme. He noted all existing concerns regarding other proposed changes for Kent and Medway are mainly in regard to travel times, and patients are to be considered at all points. When services are moved to other locations, especially for deprived neighbourhoods and certain busy times of the day, this could cause hardship and much concern.

Audio recording of the previous meeting are published at:

https://soundcloud.com/km_healthandcare

034/19 Evaluation Pack

Lorraine Goodsell presented the final proposed evaluation process to be approved by Committee. Committee were asked to approve five recommendations in relation to the final stage of the evaluation process (stage three).

These were:

1. Review and sign off the wording to the scoring
2. Review and sign off the approach to numerical scoring using minus numbers
3. Review and sign off the approach to equal weighting of each criteria and sub-criteria
4. Review and sign off the sub-criteria questions
5. Review and sign off the membership of the Evaluation Panel

Lorraine Goodsell summarised the changes that have been made since the discussion at the meeting in February.

Scoring mechanism and wording

The use of the words “significantly”, “poorly” and “slightly” were highlighted and clarification was requested on how they were defined. It was confirmed that guidance would be given to the evaluation panels on this and that the panels will be bringing together experts who will guide the panel.

The Committee **agreed** the wording and scoring mechanism proposal.

Weighting and scoring approach

The Committee was reminded that the approach to equal weighting would ensure consistency
The Committee **agreed** the weighting and scoring approach.

Revised evaluation criteria

Clarification was requested on question 2 (travel times) and whether the 60 minutes was from an ambulance arriving at the patient’s door or from the time the patient called an ambulance. It was confirmed that the 60 minutes referred to the actual time it takes to travel from one destination to another.

Action: Ensure that definitions of measures and information are included as part of panel members briefings.

The Clinical Chair for Canterbury and Coastal CCG expressed concern that the time ambulances take to arrive is also an important factor. Members were assured that there are a number of supplementary questions and information that will be required to assess the impact of travel times. For more specialist services within section 2.1, the entirety of the time period (from point of call) is taken into account i.e. PCI has a 100 minute access time with a call to balloon time of 50 minutes totalling 150 minutes response.

The definition of “deprived communities” and “vulnerable services” was queried and it was clarified that the definitions used are standard, national definitions used by Public Health across east Kent.

Members were assured that explicit definitions would be included in the guidance notes.

It was requested that the word “agreement” in section 3.2d be made plural.

“Sunk costs” in 3.3 was recognised to be a technical term and clarified as a definition used in the finance community when an investment is made into services that need to develop ahead of any reconfiguration. The criteria focus is on maximising that investment and mitigating against “sunk cost”.

Action: Change “agreement” to “agreements”.

Membership of the evaluation panel

The proposed membership of the panel was discussed. Members were reminded that the panel will make recommendations based on their assessment. The panel is not a decision making forum. The need for quoracy of the panels was discussed as well as the need for good representation. The importance of ensuring that the evaluators are consistent for the assessment of the evidence of each question was stressed. It was agreed that “non-executive clinician” should not include the additional reference of Doctor or Nurse because this could be any clinical member of the Governing Body. Members were reminded that relevant experts would also be available to support panel members in their assessment for the first part of the evaluation panel.

Action: Remove the reference to Doctor or nurse from “non-executive clinician” within the membership list

The Committee **agreed** the membership of the evaluation panels.

035/19 Travel Advisory Group Terms of Reference

The Terms of Reference had been revised following members’ views and updated Terms of Reference were discussed. A Chair has now been selected and the first meeting will be scheduled shortly.

How the group agree to make a recommendation was queried and it was confirmed that any proposals would go to the East Kent Transformation Delivery Board for consideration. Members were reminded that it is not a decision making group and will be well supported to be able to capture discussions.

The Committee **approved** the Terms of Reference.

There being no further business, the meeting finished at 1.15pm.