

**Bromley Based Board**  
**Minutes of the meeting on 9 July 2020**  
**Held through Microsoft Live**

<b>Present:</b>	<b>Name</b>	<b>Title and organisation</b>	<b>[initials]</b>
	Dr Andrew Parson	Borough CCG GP (Co-chair)	AP
	Cllr Colin Smith	Leader of the Council, London Borough of Bromley (Co-chair)	CS
	Dr Ruchira Paranjape	Borough CCG GP (Vice Chair)	RP
	Dr Angela Bhan	Bromley Borough Based Director	AB
	Paulette Coogan	One Borough Director of Organisational Development	PC
	Mark Cheung	One Bromley Integrated Care Programme Director	MC
	Dave Harris	Associate Director of Finance for South East London Clinical Commissioning Group	DH
	Sean Rafferty	Joint Assistant Director of Integrated Commissioning for South East London CCG and London Borough of Bromley	SR
	Cllr Diane Smith	Portfolio Holder for Adult Care & Health, London Borough of Bromley	DS
	Dr Mukesh Sahi	Chair of the LMC	MS
	Matt Hodges	Borough GP Surgery IT Project Manager	MH
	Saimah Tahir	Borough Governance Officer	ST
<b>Apologies:</b>	Cllr Peter Fortune	Deputy Leader of the Council, London Borough of Bromley	PF
	Janet Bailey	Director of Children and Young People, London Borough of Bromley	JB
	Kim Carey	Interim Director of Adult Services, London Borough of Bromley	KC
	Harvey Guntrip	Borough Lay Member	HG
	Mina Kaiyiya	Healthwatch	MK

		<b>Actioned by</b>
<b>1.</b>	<p><b>Introductions &amp; Apologies for Absence</b></p> <p>Dr Andrew Parson, and Cllr Colin Smith Co-chairs, welcomed South East London Clinical Commissioning Group (CCG) members, colleagues from the Local Authority, and members of the public to the first inaugural meeting of the Borough Based Board.</p> <p>Apologies for absence were received from Cllr Peter Fortune, Janet Bailey, Harvey Guntrip, Mina Kaiyiya and Kim Carey.</p>	

2.	<p><b>Declarations of Interest</b> There were none.</p>	
3.	<p><b>Public Questions</b> Andrew Parson Co-chair read out questions received from members of the public. The questions and the responses given were recorded separately and published on the South East London Clinical Commissioning Group's website.</p>	
4.	<p><b>Urgent Business</b> There was none.</p>	
5.	<p><b>Bromley Borough Director's Report</b></p> <p>Dr Angela Bhan reported:</p> <p><u>5.1 South East London Clinical Commissioning Group</u> That the South East London Clinical Commissioning Group (CCG) was set up on the 1 April 2020, many staff that had been working in leadership and key roles in Bromley Clinical Commissioning Group, had remained as part of South East London CCG (Bromley).</p> <p><u>5.2 Joint Working Arrangements in Bromley</u> Joint working with Local Authorities in Bromley was the way forward to obtain the best outcome for local residents. Sean Rafferty had been jointly appointed by South East London CCG (Bromley) and Bromley Council, as the new Joint Director of Integrated Commissioning.</p> <p><u>5.3 Pandemic Update</u> The nation had been experiencing the effects of the pandemic over the last few months, which was now starting to diminish. There were very few new presentations of positive COVID-19 cases in Bromley, which was mirrored across London. It was estimated from current testing, that there were two new positive COVID-19 tests per hundred thousand every day, and the hospital admission was also very low. Preparations were being made for a possible second wave of the virus later on in the year.</p> <p>It was important now for Bromley to focus on reflecting on the pandemic, to identify lessons learnt as well as areas of best practice and concentrate on new systems that needed to be put in place.</p> <p>As the NHS learns more about people's vulnerabilities to COVID-19, risk assessments had been implemented to protect the most vulnerable staff including those working in general practice. As part of the assessment, those working on the front line had been provided with personal protective equipment (PPE) where appropriate. Consideration has also been given to the health and wellbeing of those working from</p>	

	<p>home. In Bromley, regular meetings have been taking place with individual staff. There are also regular team meetings and wider staff forums.</p> <p>Individual South East London CCG (Bromley) staff had also worked on the management and coordination of the COVID-19 response across South East London and many had also been re-deployed to front line roles within hospitals to support the response to the pandemic.</p> <p>Dr Andrew Parson, Co-chair noted that the pandemic had been an extraordinary test for health and social care with services rising to meet the demand within Bromley.</p> <p><u>5.4 Accident and Emergency Department</u></p> <p>There had been fewer presentations to the Accident and Emergency department during the pandemic, for non Covid-19 illnesses. There was concern that people with health conditions that needed hospital services had refrained from using them. It was important for the public to be made aware that it was safe to use the NHS, including emergency services where required.</p> <p><u>5.5 Help Us Help You Campaign Pilot</u></p> <p>A new national campaign called Help Us Help You was being piloted in South East London. It aimed to improve access through the use of the 111 service. When a call was received, a clinician in the 111 service could book appointments directly into the Accident and Emergency department or the Urgent Care Centre if they felt it was appropriate. The campaign would ensure the appropriate and timely access to health services, and by better managing the number of people in the Emergency Department at any given time, would help to ensure better infection control arrangements.</p> <p>As part of the initiative, the service could also book same day emergency care treatment at the hospital, where a patient could see a specialist, have diagnostic tests and be discharged all within the same day. In addition, GPs had set aside a few appointments daily, which the 111 service could use to book patients directly into if appropriate.</p> <p>Dr Angela Bhan agreed to update the next Borough Based Board meeting.</p>	
<p><b>6.</b></p>	<p><b>Bromley Borough Based Board Terms of Reference</b></p> <p>Dr Angela Bhan, Borough Based Director, presented the Terms of Reference to the Board, which had been internally discussed and shared between South East London CCG (Bromley) and the London Borough of Bromley.</p> <p>The Borough Based Board was a formally constituted Committee of the</p>	

	<p>South East London CCG Governing Body, which delegated the Board to make decisions and recommendations for Bromley, on its behalf. It aimed to improve the health of the population, by reducing health inequalities and providing personalised care, in addition to improving service provision for local residents.</p> <p>She went onto provide an overview of the Terms of Reference and detailed South East London CCGs statutory responsibilities, the role of the Council of Members, the way of working and direction of travel. The Board welcomed and approved the Borough Based Board Terms of Reference.</p> <p><b>RESOLVED:</b> The Board approved the Terms of Reference to be presented to the South East London CCGs Governing Body for ratification.</p>	
7.	<p><b>Bromley COVID-19 Health and Social Care Report</b> Dr Angela Bhan, Borough Based Director, presented the Bromley COVID-19 Health and Social Care report, which was for noting.</p> <p>The report focussed on the activities and actions taken by health and social care services during the pandemic and the work undertaken to understand the impact of COVID-19 on vulnerable residents within Bromley.</p> <p>All partners within One Bromley had developed good working relationships, which allowed the borough to react quickly to the pandemic. South East London CCG (Bromley) also had close links to the South East London COVID-19 Response Centre.</p> <p>One Bromley had developed robust governance which had provided invaluable support over the last few months. Oversight of the pandemic response had been provided by the multi-agency Strategic Partnership Group, which had taken a total Bromley system approach and was led by the Council. The Bromley Resilience Forum was also an instrumental group. In addition a number of operational groups that formed part of the governance structure had underpinned the response to the pandemic.</p> <p>She highlighted the following areas:</p> <ul style="list-style-type: none"> <li>• The PRUH has reorganised its inpatient facility to increase capacity, and as of last week, had a bed occupancy rate of 90%, which was unprecedentedly low. In addition, for some days in June, the PRUH had been one of the best performing hospitals in London in terms of the 4 hour A&amp;E target.</li> <li>• Orpington Hospital had remained a 'clean site' during the pandemic, where routine services continued to take place and outpatient</li> </ul>	

	<p>appointments were taking place virtually.</p> <ul style="list-style-type: none"> <li>• All resident and staff in care homes had been tested for COVID-19 by the middle of May. Bromley was committed to continue testing where possible. Nationally, a commitment had been made to test care home staff weekly and residents on a monthly basis.</li> <li>• The newly set up Bromley Community COVID-19 service had eased pressure on general practice by dealing with patients that had a high chance of having the virus, the service was now seeing a decrease in demand as the levels of infection dropped.</li> <li>• The Council had delivered 450,000 pieces of personal protective equipment (PPE) to care homes within the borough.</li> <li>• The newly created Single Point of Access (SPA) was a sterling example of joint working, it focussed on moving patients through the health system efficiently, operated throughout the week and had resulted in a reduction in the re-admission to hospital rate.</li> <li>• Bromley Well had supported patients to stay at home during the pandemic by ensuring they had correct equipment and support.</li> <li>• South East London CCG had brought 10,000 oxygen saturation probes to enable home measuring of oxygen levels in those diagnosed with COVID-19 or suffering from respiratory illnesses. Of these 10,000, 970 had been deployed in Bromley, being distributed to care homes and general practice.</li> <li>• The volunteer and assistance programme had supported vulnerable shielding residents. It had made a significant positive impact on the mental health of those it helped and was linked with the Council's Mental Health agenda.</li> <li>• The Test and Trace service had also been set up within the borough to help control the spread of the virus.</li> <li>• Antibody testing was also taking place within Bromley.</li> <li>• The Council was also focussing on moving forward its social isolation agenda, which had been highlighted through the shielding process. Dr Ruchira Paranjape explained that her practice had been conducting welfare checks for its vulnerable shielding patients and the elderly.</li> <li>• Those at greater risk of contracting COVID-19 were those over the age of 80, or born outside the UK, or with co-morbidities such as diabetes or those that lived in deprived areas.</li> <li>• There was a higher risk of death from COVID-19 for those in the caring profession such as nursing and midwives.</li> <li>• Overall, resilience has been built into the health and care system to positively deal with the pandemic.</li> </ul> <p><b>RESOLVED:</b> The Board noted the report.</p>	
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8.	<p><b>Recovery Planning</b></p> <p><u>8.1 One Bromley System Recovery Plan</u> Mark Cheung, One Bromley Programme Director and Sean Rafferty, Director of Integrated Commissioning, jointly presented the report, which provided an overview of the One Bromley Recovery plan and how it linked into the wider recovery planning of the borough and South East London.</p> <p>The plan was part of the wider borough social and economic recovery planning. It focussed on health and social care services system recovery and detailed how it supported the transformation agenda as many services had to change to meet the demands of COVID-19. Lessons learnt over the last few months had resulted in the need for an escalation process to be created for the services so that they could be quickly reviewed and changed to meet demand. It was important for the system to take on learning from the pandemic and overcome obstacles to system recovery. How One Bromley developed plans over the next 18 months and monitored the programme was vital to the recovery agenda.</p> <p>It was important to work in partnership to create the plan, the One Bromley Executive had held a series of workshops and engagements, with robust clinical input throughout the process to create the recovery plan. It would be submitted to the South East London Clinical Commissioning Group on the 17 July, with revised iterations being produced beyond the submission date. He went onto detail the structure of and development of the recovery plan. Delivery of the plan would take place through the One Bromley Programme Board, it would provide oversight and hold to account those set to deliver the plan.</p> <p>Sean Rafferty, Assistant Director of Integrated Commissioning, explained that as part of the plan, Bromley Council were leading on social and economic recovery. They were looking at how to restore services and bring residents back to their places of work and back to the high street and also adapting services to meet the changing needs of the population due to COVID-19. The Council's volunteer service had been vital to help residents during the pandemic and they were looking to build on that momentum, even when shielding had ended. They were also looking to implement learning from the pandemic to support the wider health and wellbeing of the community.</p> <p><u>8.2 Developing Patient and Public Engagement at South East London and Bromley Level as Part of Recovery Planning</u> Paulette Coogan, Director of People and System Development, presented the report, which provided an overview of the approach being taken to develop South East London CCGs overall patient engagement</p>
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	<p>processes as a new organisation and the link to the recovery plan.</p> <p>She explained that the South East London CCG (Bromley) believed it was important to actively seek the views of residents to develop its engagement processes and some Bromley residents were involved in the process.</p> <p>The report also noted the methods to date used by One Bromley organisations to seek feedback on how patients had found things during COVID-19 and plans to seek further views over the next few months whilst observing social distancing. Common themes will then be collated to support future developments.</p> <p>One Bromley had always been successful in producing meaningful engagement, with all partners, through their Communication and Engagement Forum. As a result, One Bromley was developing a Communication and Engagement plan that built on the recovery work and future developments of services.</p> <p>The Board overwhelmingly welcomed and supported the report.</p> <p><b>RESOLVED:</b> The reports were noted.</p>	
<p><b>9.</b></p>	<p><b>Month Two Finance Report</b></p> <p>Dave Harris, Associate Director of Finance, presented the month two finance report, which provided an overview of the financial performance of South East London CCG.</p> <p>He explained that due to the pandemic, temporary financial measures had been put in place from the beginning of the financial year until month four; this had resulted in an adjusted allocation being received. Assurance had been provided by NHS England that any overspend that occurred during these months would be matched by the COVID-19 allocation.</p> <p>Currently, there was an 18.2m overspend for the second month for South East London CCG. This was split into three elements: the first was £4.1m for the revised allocation, £2.6m for the non-delivery of the Continuing Healthcare and Prescribing QIPPs and £11.5m for COVID expenditure. South East London CCG, was assuming an additional allocation to fund this overspend and was therefore reporting a break-even position.</p> <p>South East London Clinical Commissioning Group (Bromley) position in month two was £393k overspent due to the non-delivery of the Continuing Healthcare and Prescribing QIPP schemes. At month 2 £856k of COVID-19 related expenditure had been incurred of which</p>	

	<p>£687k related to the hospital discharge scheme.</p> <p>South East London CCG was expecting to receive funding to match the current overspend. However, there was uncertainty if this would continue into month five and beyond.</p> <p><b>RESOLVED:</b> The report was noted.</p>	
<b>10.</b>	<p><b>Any other business</b> There was none.</p>	
<b>11.</b>	<p><b>Date of Next Meeting:</b> 8 September 2020, to take place by MS Live Video Conference, 9.30 – 11.30 am</p>	

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